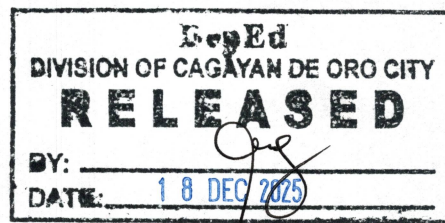




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



17 Dec 2025

DIVISION MEMORANDUM
No. 1149 s.2025

**3-DAY WORKSHOP ON THE EVALUATION, FINALIZATION, AND PUBLICATION
OF THE DIVISION DRRM RESEARCH JOURNAL: STRENGTHENING EVIDENCE-
BASED PRACTICES FOR RESILIENT SCHOOLS**

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
SEPS – Planning and Research Unit
Division DRRM Focal Person
Concerned Public Schools District Supervisor
Concerned School Heads
Concerned Teachers

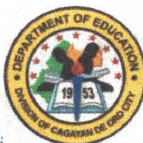
1. In line with the Department of Education's commitment to strengthening **evidence-based decision-making** and **promoting a culture of research for disaster risk reduction and management (DRRM)**, this Office will conduct a 3-Day Workshop on the Evaluation, Finalization, and Publication of the Division DRRM Research Journal entitled: **"Strengthening Evidence-Based Practices for Resilient Schools"**.

2. **Activity Details:**

- Date: January 7-9, 2026
- Duration: 3 days
- Venue: To be announced in a separate memorandum

3. Specifically, the workshop aims to:

- a. Evaluate DRRM research manuscripts using established quality and ethical standards;
- b. Provide technical assistance to authors for manuscript improvement and finalization;
- c. Align research outputs with DRRM priorities and school resiliency



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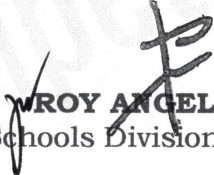
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- frameworks; and
- d. Prepare selected manuscripts for publication in the Division DRRM Research Journal.
4. For guidance, please see attached enclosures for **list of participants** (enclosure 1) and **training matrix** (enclosure 2).
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs immediate and wide dissemination of this Memorandum.


WROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

DM074-SGOD-PR-BASEN/ 3-day workshop on the evaluation, finalization, and publication of the division drmm research journal: strengthening evidence-based practices for resilient schools
December 17, 2025



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

Enclosure No. 1 List of Participants

ASDS: Dr. Audie S. Borres

Chief of SGOD: Dr. Rosalio R. Vitorillo

Chief of CID: Dr. Jean S. Macasero

SEPS – PRU: Beverly Anne E. Nicolasora

Division DRRM Focal: Ryan Q. Blanco

External Partners:

1. Dr. Joel D. Potane
2. Dr. Ray Butch Mahinay
3. Prof. Jonathan Madronero

District Research Coordinators:

1. Hash N. Salic
2. Nina D. Leyson
3. Eden C. Acaylar
4. Irish Taboclaon
5. Ellen Olasiman
6. Rochelle Nala
7. Michael Ecoben
8. Mar Agot
9. Donna Marie Balangiao
10. Maridelyn Gumonan
11. Gary Greg Tagra
12. Dioneta Bahian
13. Genevieve Fuentes
14. Christine Dabatian
15. Suzy May Fabular
16. Farmena Dimaporo
17. Marionne Melencion
18. Syville Nino Dumanon

TWG:

1. Alroze Veloz
2. Margelina Tabian
3. Hazel Rose Macababat
4. Lorynel Majaducon



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Enclosure 2 Training Matrix

Day 1: Orientation, Journal Standards, and Initial Evaluation

Time	Session/Activity	Objective	Strategy/Method
8:00 – 8:30 AM	Registration	Ensure attendance and distribution of materials	Registration, kit distribution
8:30 – 9:00 AM	Opening Program & Workshop Overview	Orient participants on objectives and flow	Welcome remarks, presentation
9:00 – 10:30 AM	Overview of Division DRRM Research Journal	Clarify journal scope, standards, and criteria	Lecture-discussion
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Research Ethics & Quality Assurance	Reinforce ethical and methodological rigor	Lecture, case discussion
12:00 – 1:00 PM	Lunch Break		
1:00 – 3:00 PM	Initial Manuscript Evaluation	Assess manuscripts using evaluation tools	Small group review, guided rubric
3:00 – 4:00 PM	Synthesis & Reflection	Identify common strengths and gaps	Plenary discussion

Day 2: Manuscript Enhancement and Technical Assistance

Time	Session/Activity	Objective	Strategy/Method
8:00 – 8:30 AM	Recap & Energizer	Review Day 1 learnings	Interactive recap
8:30 – 10:30 AM	Improving Research Methodology & Analysis	Strengthen research rigor	Workshop, expert coaching
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Writing for Journal Publication	Improve clarity and coherence	Guided writing session
12:00 – 1:00 PM	Lunch Break		
1:00 – 3:00 PM	One-on-One / Group Technical Assistance	Address specific manuscript issues	Coaching and mentoring
3:00 – 4:00 PM	Peer Review and Feedback	Validate improvements	Peer critique

Day 3: Finalization, Editorial Decisions, and Publication Planning

Time	Session/Activity	Objective	Strategy/Method
8:00 – 8:30 AM	Recap & Agenda Setting	Prepare for final outputs	Review and briefing
8:30 – 10:30 AM	Final Manuscript Revision	Finalize journal-ready papers	Independent writing, consultation
10:30 – 10:45 AM	Health Break		
10:45 – 12:00 NN	Editorial Board Deliberation	Decide on acceptance and revisions	Panel review
12:00 – 1:00 PM	Lunch Break		
1:00 – 2:30 PM	Publication Planning & Next Steps	Prepare journal production timeline	Planning workshop
2:30 – 3:30 PM	Open Forum & Commitment Setting	Strengthen ownership and accountability	Open forum
3:30 – 4:00 PM	Closing Program	Formally conclude the workshop	Certificate awarding