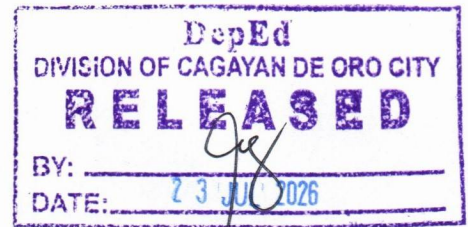




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

22 Jul 2026

DIVISION MEMORANDUM

No. 662 s.2026

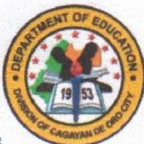
**3-DAY WORKSHOP ON THE EVALUATION, FINALIZATION, AND PUBLICATION
OF THE SECOND ISSUANCE OF THE DIVISION DRRM RESEARCH JOURNAL:
STRENGTHENING EVIDENCE-BASED PRACTICES FOR RESILIENT SCHOOLS**

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
SEPS – Planning and Research/Division Research Coordinator
Public Schools District Supervisors/Districts In - Charge
All Public Elementary and Secondary School Heads
Concerned Division Teaching and Teaching Related Personnel

1. In line with the Division's commitment to promoting research utilization and the dissemination of evidence-based practices in Disaster Risk Reduction and Management (DRRM), the Planning and Research Unit shall conduct the **3-Day Workshop on the Evaluation, Finalization, and Publication of the Second Issuance of the Division DRRM Research Journal: Strengthening Evidence-Based Practices for Resilient Schools** on **August 21-23, 2026**, at the **Cagayan de Oro National High School – Junior High School**.

2. The activity aims to:

- evaluate the **completed research manuscripts of the Calendar Year (CY) 2025 Basic Education Research Fund (BERF) Grantees** for possible inclusion in the **Second Issue of the Division DRRM Research Journal**;
- finalize accepted manuscripts through technical review, editorial refinement, and quality assurance;
- ensure that all manuscripts comply with the prescribed publication, formatting, ethical, and editorial standards;
- prepare the journal for publication and dissemination to schools and stakeholders; and
- strengthen the utilization of DRRM-related research in informing policies, programs, and evidence-based practices that contribute to resilient schools and communities.



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3. The **completed research papers of the CY 2025 BERF Grantees** shall serve as the primary manuscripts for evaluation during the workshop. Subject to the recommendation of the Editorial Board and the results of the peer review process, eligible manuscripts that satisfy the publication standards of the journal shall be accepted for publication in the Second Issue of the Division DRRM Research Journal.
4. The workshop shall include, but shall not be limited to, the following major activities:
- manuscript screening and technical evaluation;
 - peer review and editorial review sessions;
 - revision, refinement, and finalization of accepted manuscripts;
 - copyediting, formatting, and journal layout;
 - validation of publication requirements and author confirmations; and
 - final deliberation and approval of manuscripts for publication.
6. The list of participants, editorial board members, manuscript evaluators, technical working group members, and support personnel is attached as **Enclosure No. 1** along with the program of activities as **Enclosure No. 2** of this memorandum.
7. Participants are expected to bring electronic copies of their manuscripts, supporting references, and other documents necessary for the review and publication process.
8. 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.
9. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION RESEARCH
DM043-SGOD-PR-BASEN/ conduct of the 2026 district-level research congress
July 22, 2026



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Enclosure No. 1: List of Participants

Editorial Board Members

1. SDS – Dr. Roy Angelo E. Gazo
2. ASDS – Dr. Audie S. Borres
3. SGOD Chief – Dr. Rosalio R. Vitorillo
4. CID Chief – Dr. Jean S. Macasero
5. SEPS/PRU – Beverly Anne E. Nicolasora
6. Division DRRM Focal – Ryan Q. Blanco

Manuscript Evaluators

External

7. Dr. Joel D. Potane
8. Dr. Ray Butch Maghinay
9. Dr. Jean S. Loquillano
10. Dr. Jonathan Madronero

Internal

11. Dr. Rochelle Luzano
12. Dr. Hash N. Salic
13. Dr. Nina D. Leyson
14. Dr. Eden C. Acaylar
15. Dr. Irish Taboclaon
16. Dr. Rochelle Nala
17. Mar Agot

Technical Working Group (TWG):

18. Dr. Ellen Olasiman
19. Donna Marie Balangiao
20. Maridelyn Gumonan
21. Gary Greg Tagra
22. Dioneta Bahian
23. Genevieve Fuentes
24. Christine Dabatian
25. Suzy May Fabular
26. Farmena Dimaporo
27. Marionne Melencion
28. Syville Nino Dumanon

Support Personnel

29. Harlie S. Lim
30. Alroze Veloz
31. Hazel Rose Macababat
32. Lorynel Majaducon

19 Research Lead Proponents



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Enclosure No. 2: Program of Activities

Date: August 21–23, 2026

Venue: Cagayan de Oro National High School – Junior High School

DAY 1 – MANUSCRIPT EVALUATION AND TECHNICAL REVIEW

Time	Activity	Lead Person/Office
7:30 – 8:00 AM	Registration	Secretariat
8:00 – 8:30 AM	Opening Program	Planning and Research Unit
8:30 – 9:00 AM	Workshop Orientation, Objectives, and Expected Outputs	Division Research Coordinator
9:00 – 9:30 AM	Overview of the Division DRRM Research Journal Publication Process	Editorial Board Chair
9:30 – 10:00 AM	Assignment of Manuscripts to Evaluators	Editorial Board
10:00 – 10:15 AM	Health Break	
10:15 AM – 12:00 NN	Round 1: Technical Evaluation of CY 2025 BERF Research Manuscripts	Panel of Evaluators
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Continuation of Technical Evaluation	Panel of Evaluators
3:00 – 3:15 PM	Health Break	
3:15 – 5:00 PM	Consolidation of Evaluation Results and Reviewer Comments	Editorial Board

DAY 2 – MANUSCRIPT FINALIZATION

Time	Activity	Lead Person/Office
8:00 – 8:30 AM	Recapitulation of Day 1	Facilitator
8:30 – 10:00 AM	Presentation of Reviewer Comments	Editorial Board
10:00 – 10:15 AM	Health Break	
10:15 AM – 12:00 NN	Author–Reviewer Consultation and Revision Planning	Authors and Evaluators
12:00 – 1:00 PM	Lunch Break	



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Time	Activity	Lead Person/Office
1:00 – 3:00 PM	Manuscript Revision and Technical Coaching	Editorial Board and Technical Coaches
3:00 – 3:15 PM	Health Break	
3:15 – 5:00 PM	Copyediting, Formatting, and APA Compliance Checking	Language Editors and Layout Team

DAY 3 – PUBLICATION AND UTILIZATION PLANNING

Time	Activity	Lead Person/Office
8:00 – 8:30 AM	Recapitulation of Day 2	Facilitator
8:30 – 10:00 AM	Final Review of Revised Manuscripts	Editorial Board
10:00 – 10:15 AM	Health Break	
10:15 – 11:30 AM	Editorial Deliberation and Acceptance of Manuscripts	Editorial Board
11:30 AM – 12:00 NN	Approval of Final Table of Contents	Editor-in-Chief
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:00 PM	Journal Layout, Publication Schedule, and ISSN Preparation	Layout and Publication Team
2:00 – 3:00 PM	Development of the Research Journal Dissemination and Utilization Plan	Planning and Research Unit
3:00 – 3:30 PM	Commitment Setting and Next Steps	All Participants
3:30 – 4:00 PM	Closing Program	Management Committee



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