Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

24 Feb 2026

DIVISION MEMORANDUM
No. 107, s. 2026

DESIGNATION OF SCHOOL RESEARCH, INNOVATION, APPLICATION OF EDUCATION, AND APPLICATION OF LEARNING AND DEVELOPMENT COORDINATORS FOR SY 2025–2026 TO SY 2026–2027

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary and Secondary School Heads

1. In accordance with DepEd Order No. 16, s. 2017, otherwise known as the *Research Management Guidelines*, the Schools Division Office (SDO), through the Planning and Research Unit of the School Governance and Operations Division (SGOD), institutionalizes systematic mechanisms to effectively coordinate, monitor, and support research-related initiatives from the division level down to the school level, including research, innovation, and the application of educational and learning and development practices.

2. In view hereof, all school heads are hereby directed to designate one (1) School Research Coordinator who shall serve for two (2) consecutive school years, SY 2025–2026 and SY 2026–2027, effective March 2, 2026. Concerned schools are further requested to accomplish the required details in the prescribed Excel template through the link provided below:

https://tinyurl.com/SRCMasterListAC

3. The School Coordinator shall perform the following duties and responsibilities at the school level, among others, covering research, innovation, application of education, and application of learning and development:

a. Provide guidance on school-based initiatives in alignment with priority areas identified in DepEd Order No. 39, s. 2016 and other relevant issuances;
b. Lead the development of proposals and projects within the school and support division-initiated programs in research, innovation, and applied learning;
c. Offer technical assistance and mentoring to school personnel in the planning, implementation, evaluation, and documentation of school-based initiatives;

d. Monitor ongoing and completed initiatives quarterly and maintain an updated record of all research, innovation, and applied learning projects; and;
e. Prepare and submit an annual consolidated report to the Schools Division Research Committee (SDRC) covering all school-based initiatives.

4. Immediate dissemination and strict compliance with this memorandum are hereby directed.

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ENGR. EDGARD C. DOMINGO, PhD. CESO V
Schools Division Superintendent

References: DepEd Order 7, s. 2023
DepEd Order 16, s. 2017
DepEd Order 39 s. 2016

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

RESEARCH COORDINATORS
INNOVATION

SGOD/SEPS-ICL/February 24, 2026