



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

February 10, 2025

DIVISION MEMORANDUM
PRS-2025- 0AR

**COMPOSITION OF THE DIVISION INNOVATION REVIEW COMMITTEE
 (DIRC) AND THEIR TERMS OF REFERENCE**

To : Assistant Schools Division Superintendent
 SGOD and CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Unit/Section Heads
 All Others Concerned

1. Pursuant to Division Memorandum No. 579, s. 2022, titled “Dissemination and Adoption of Innovation Management Guidelines,” this Office, through the Planning and Research Section (PRS), announces the establishment of the Division Innovation Review Committee (DIRC) and their corresponding terms of reference.
2. As such, the composition of the DIRC is as follows:

Chairperson	DR. JUN-NILOU D. DULFO OIC-Assistant Schools Division Superintendent
Co-chairpersons	DR. RENATO S. CAGOMOC Chief ES – CID DR. AVELINA P. TUPA EPS/OIC- Chief ES – SGOD
Committee Members	Education Program Supervisors <ul style="list-style-type: none"> - Arnold M. Jaraba - EPS-EPP/TLE - Mercedita S. Garcia - EPS -MAPEH - Ricky S. Cano - EPS-ALS - Joshua Sherwin T. Lim-EPS-Mathematics - Dr. Lourdes L. Matan – EPS-Filipino - Dr. Joy B. Saldaña - EPS-Science - Noel E. Sagayap - EPS-LRMDS - Dr. Nelson R. Bello - EPS-Values Education - Dr. Erwin L. Purcia - EPS-English - Dr. Geraldine P. Sumbise – OIC-EPS - Oscar D. Billate Jr. – SEPS/OIC-EPS-SGOD Senior Education Program Specialists <ul style="list-style-type: none"> - Galina V. Panela – SEPS-PRS/Division Research and Innovation Coordinator - Carren Meryl A. Cabadsan – SEPS-SMN - Marita P. Senolos – SEPS-HRD - Robert Anthony F. Ygrubay – MT II/OIC-SEPS-SMME
Secretariat and Support Staff	Ma. Marlie M. Mendoza - Planning Officer III Asther E. Bachar - EPS II-SMME

	Rosalia M. Rivera - EPS II-HRD Marian C. Advincula - PDO I Joanna Lou V. Portura - PDO I Joemar Abaigar - PRS Staff
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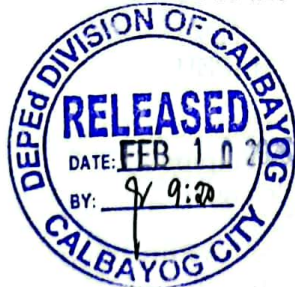
3. The DIRC members are responsible for overseeing and managing innovation proposals within the Division. Specifically, the DIRC members shall:
- assess and endorse innovation proposals submitted within the Division;
 - provide technical assistance to proponents in implementing their initiatives;
 - establish linkages with educational institutions, government agencies, and DepEd offices to enhance innovation impact;
 - consolidate and analyze reports on ongoing innovation initiatives;
 - conduct comprehensive reviews and evaluations of completed initiatives to assess effectiveness; and
 - recommend the issuance of Certificates of Approval, Utilization, and Adoption for innovation proposals.
4. In addition, the DIRC Secretariat shall perform the following:
- organize and document committee meetings, ensuring efficient coordination;
 - conduct preliminary screening of submitted proposals for compliance with guidelines;
 - assist committee members in evaluating innovation proposals;
 - prepare official documents such as memoranda, notices, invitations, and letters to proponents;
 - compile periodic reports on innovation accomplishments, highlighting key insights and achievements; and
 - provide complete staff work to support committee functions as needed.
5. Immediate dissemination of and compliance with this Memorandum are desired.

MARGARITO A. CADAYONA JR. CESO VI

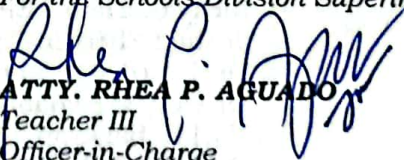
Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent



For the Schools Division Superintendent:


ATTY. RHEA P. AGUADO
Teacher III
Officer-in-Charge
OSDS - Legal Services Unit

Enclosure: None

Reference: As stated

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

SGOD-PRS-GVP