



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
CID-2025-56

To : Assistant Schools Division Superintendent
CID Chief
Concerned Public Schools District Supervisors (Secondary)
Concerned Education Program Supervisors
Concerned School Principal and Teachers
All Others Concerned

Subject: **APPROVAL FOR DICNHS OFF-CAMPUS RESEARCH EXPERIMENTATION**

Date : October 22, 2025

This Office hereby grants approval for Digos City National High School (DICNHS) STE/STEM students and their research adviser/coach to conduct their research experimentation outside the school campus as part of the requirements for the Science, Technology, and Engineering (STE/STEM) Research Program, subject to the following provisions:

1. Participation: Participation in the off-campus experimentation must include an adult sponsor, parent, and accompanying teacher/coach. Parental consent must be secured prior to participation.
2. Non-Disruption of Classes: The sessions should be scheduled in consultation with the school heads to ensure that they do not interfere with regular class hours or instructional time. This must align with DepEd Order No. 9, s. 2005, entitled "*Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith.*" Teacher substitutes must be arranged in advance to ensure that regular classes are not disrupted.
3. Coordination with School Heads: All activities related to this experimentation must be conducted with the approval and guidance of the School Principals or School Heads.
4. Adherence to DepEd Travel Protocols: All participants must adhere to the Department of Education's travel protocols, ensuring safety and compliance with current guidelines.
5. No Collection Policy: In accordance with Republic Act No. 5546, also known as the Ganson Law, and DepEd Memorandum No. 41, s. 2024, entitled "*Reiteration of the 'No Collection Policy' in Schools*", no contributions or fees shall be collected from students or teachers for these activities.
6. Funding Source: Expenses relative to this activity may be charged against local funds or other sources of funds at the discretion of the School Principal, subject to the usual government accounting and auditing rules and regulations.

7. Commitment to Safety, Supervision, and Welfare: The school must ensure that all participants are properly supervised throughout the activity. It is essential to adhere to safety protocols, especially in laboratory work and other high-risk environments.

It is emphasized that parental consent for students must be obtained and filed before the activity while ensuring that students are well-prepared and the activity is conducted under appropriate adult supervision to maintain a safe and productive conduct of research experimentation.

Immediate dissemination of this Memorandum is earnestly desired.


MELANIE F. ESTACIO, PhD, CESO VI
Schools Division Superintendent  **OCT 23 2025**

CID/ifs

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: **OCT 23 2025** TIME: **4:18 pm**
BY: 



Republic of the Philippines
Department of Education
REGION XI – DIGOS CITY
SCHOOLS DIVISION OF DIGOS CITY
DIGOS CITY NATIONAL HIGH SCHOOL

October 9, 2025

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent
Department of Education-Digos City

Thru:

Dr. Ivy F. Solano
EPS- Science

Subject: Request for Approval to Conduct Research Experimentation Outside the Campus

Good day!

This is to respectfully request your approval for the **STE/STEM students and their research adviser/coach** to conduct their **research experimentation outside the school campus** as part of the requirements in the Science, Technology, and Engineering (STE/STEM) Research Program.

The off-campus experimentation is necessary to provide the students with appropriate facilities, materials, or environments that are not available within the school premises, and to ensure the integrity and accuracy of their research data.

To ensure compliance with safety and ethical standards, we have attached the following documents for your review and reference:

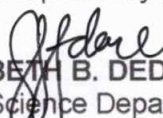
1. Signed **Timeline of Activities**
2. **Parent Consent Forms** of participating students
3. **ISEF Forms** for **Adult Sponsors** and **Qualified Scientists**
4. **Authority to Travel of Students and Research teacher/Coach**

We assure you that all activities will be conducted under strict supervision and in adherence to the Department of Education's guidelines for off-campus learning engagements.

We hope for your favorable consideration of this request to support our students' pursuit of scientific inquiry and excellence.

Thank you very much for your attention and continued support to our STE/STEM Program.

Respectfully yours,


BETH B. DEDACE
Science Department Head

Noted:

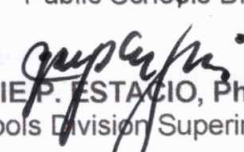

NOBA J. RUBION
School Head

Recommending Approval:


GERVASIO R. SALINAS Jr., PhD
Public Schools Division Supervisor


JESSICA G. LUCERO
Public Schools Division Supervisor

Approved:


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



**Digos City National High School
Science Department
STE Program and STEM Strand**

**Science Investigatory Project
List of Adult Sponsors (Research Coaches)
SY 2025-2026**

1. Jo Ann F. Cadayona
2. Jaime S. Crispino
3. Kim G. dela Cruz
4. Albert M. Hermosisima
5. Jean W. Hernan
6. Maricel A. Manceras
7. Nino R. Nacua
8. Donna S. Nerona
9. Elias Jr. Norab
10. Brandon Ocampo
11. Warren P. Palmero
12. Maricris T. Rosete
13. Aileen Joy M. Sanchez
14. Reggie D. Teves

Noted:


AILEEN JOY M. SANCHEZ
Chairperson - Scientific Review Committee


JEAN W. HERNAN
STE Research Coordinator


MARICEL A. MANCERAS
STEM Research Coordinator


BETH S. DEDACE
Science Department Head



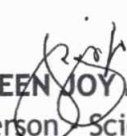


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