

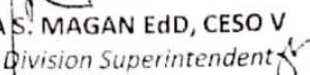
Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 391 s. 2022

DATE : August 17, 2022

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SENIOR EDUCATION PROGRAM SPECIALIST  
ALL OTHERS CONCERNED

FROM :  MARIZA S. MAGAN EdD, CESO V  
Schools Division Superintendent

SUBJECT : RESEARCH TRAINING-WORKSHOP FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS,  
EDUCATION PROGRAM SUPERVISORS AND SENIOR EDUCATION PROGRAM SPECIALISTS

1. Public School District Supervisors (PSDS), Education Program Supervisors (EPS) and Senior Education Program Specialists (SEPS) are educational leaders. They supervise, both academic and school management in all schools within the division. Part of their function is to monitor, supervise and provide technical assistance in research. In addition, PSDSs, EPSs and SEPS are mandated to conduct research and school innovation projects. They are mandated to conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district, as well as best practices and submit findings and recommendations for management action and policy formulation.
2. To be able to effectively comply with this important mandate, PSDSs, EPS and SEPS must be properly equipped with necessary skills in research management, research supervision, and conduct of research itself. This training-workshop aims to enhance the PSDS's, EPS' and SEPS' research competence in order to be able to effectively discharge their mandated function relevant to research.
3. In line with this, the Schools Division of Tacloban City thru the Planning and Research Section shall conduct a 3-day **RESEARCH TRAINING-WORKSHOP FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS, EDUCATION PROGRAM SUPERVISORS AND SENIOR EDUCATION PROGRAM SPECIALISTS (LIVE-IN)** on September 14, 15 and 16, 2022 (Wednesday, Thursday, and Friday) at a venue to be announced later
4. Specifically, at the end of the training-workshop, the participants are expected to:
  - Be updated with the current issuances relative to research management in the Department of Education;



PLANNING AND RESEARCH SECTION  
Address: 3<sup>rd</sup> Floor, DepEd – Tacloban City  
Real Street, Tacloban City 6500  
Tel. No. (053) 321-8081  
Email Add: depedtac.research@gmail.com

PRS/2022/08/17

- Enhance their capabilities in conducting research, especially action research that address the most pressing issues in the schools/district;
- Enhance their capabilities in monitoring, supervising and provision of technical assistance in research to schools;
- Prepare a contextualized research agenda for each district for PSDS; and
- Prepare and submit at least two (2) individual or group action/basic research proposals every year.H

5. Identified participants are the following:

Public School District Supervisors	-	10 pax
Education Program Supervisors	-	10 pax
Senior Education Program Specialists	-	5 pax
Resource Persons	-	5 pax
Training Facilitators	-	2 pax
		=====
TOTAL	-	32 pax

6. Attached specific List of Identified Participants (Annex: 1); Schedule and Expected Participants (Annex: 2); Activity Design (Annex: 3); and Budgetary Matrix (Annex 4).
7. There will be **NO REGISTRATION FEE**. Expenses such as Venue, Meals/Snacks, Accommodation, Transportation, Supplies and Materials, Token and Honorarium of Speakers shall be charged to **SEF-Research Fund**, subject to the usual accounting and auditing rules and regulations.
8. For further clarifications, please contact Jade B. Calleja, SEPS, Division Research Coordinator.
9. Immediate dissemination and compliance with this Memorandum are desired.



**A) EDUCATION PROGRAM SUPERVISORS**

- |                             |   |               |
|-----------------------------|---|---------------|
| 1. Jessica M. Abril         | - | EPS, MAPEH    |
| 2. Ranulfo I. Baay          | - | EPS, ALS      |
| 3. Arnulfo Q. Banzon        | - | EPS, SCIENCE  |
| 4. Gretel Laura M. Cadiong  | - | EPS, LRDMS    |
| 5. Delilah M. De los Santos | - | EPS, PPA      |
| 6. Miguel Jr. V. Dumas      | - | EPS, MATH     |
| 7. Charlemagne T. Escobarte | - | EPS, ARAL PAN |
| 8. Juliet L. Lim            | - | EPS, MTB      |
| 9. Annie D. Pagatpat        | - | EPS, ENGLISH  |
| 10.                         | - | EPS,          |

**B) PUBLIC SCHOOLS DISTRICT SUPERVISORS**

- |                          |   |                |
|--------------------------|---|----------------|
| 1. Niceta L. Galura      | - | PSDS, DLC I    |
| 2. David C. Alcober      | - | PSDS, DLC II   |
| 3. Lita V. Jongco        | - | PSDS, DLC III  |
| 4. Josefina G. Tanpienco | - | PSDS, DLC IV   |
| 5. Abegail B. Rodrigo    | - | PSDS, DLC V    |
| 6.                       | - | PSDS, DLC VI   |
| 7. Nilo M. Eder          | - | PSDS, DLC VII  |
| 8. Monina E. Gabrino     | - | PSDS, DLC VIII |
| 9.                       | - | PSDS, DLC IX   |
| 10.                      | - | PSDS, DLC X    |

**C) SENIOR EDUCATION PROGRAM SPECIALISTS**

- |                          |   |              |
|--------------------------|---|--------------|
| 1. Jade B. Calleja       | - | SEPS, PRS    |
| 2. Meriam M. Gualdrapa   | - | SEPS, HRDD   |
| 3. Jennith II S. Gabisay | - | SEPS, SOCMOB |
| 4. Roger D. Dagale       | - | SEPS, M&E    |
| 5. Angelo V. Alcaraz     | - | POIII        |

**D) RESOURCE SPEAKERS**

- |                       |   |                        |
|-----------------------|---|------------------------|
| 1. Galicano Jay Fabi  | - | Research Expert, LNHS  |
| 2. Rowena Ganton      | - | Research Expert, SJNHS |
| 3. Ryan Joseph Salano | - | Research Expert, LNHS  |
| 4. Danilo Macapugas   | - | Research Expert, LNHS  |
| 5. Arlene Gillo       | - | Research Expert, SJNHS |

**E) FACILITATORS**

- |                       |   |             |
|-----------------------|---|-------------|
| 1. Imah Pertible      | - | AO II, PRS  |
| 2. Antonio Dy         | - | ADAS 1, PRS |
| 3. Rey Maico Cabacaba | - | AO II, PRS  |



DAY 1: September 14, 2022 (Wednesday)

**DISCUSSIONS/WORKSHOP:**

1. DO No. 16, s. 2017 (Research Management Guidelines)
2. Monitoring, Supervising and Provision of Technical Assistance to schools related to research activities
3. Research Agenda of DepEd and the Division Office
4. Workshop

**Participants:**

- |   |   |        |
|---|---|--------|
| 1. Public School District Supervisors   | - | 10 pax |
| 2. Education Program Supervisors        | - | 11 pax |
| 3. Senior Education Program Specialists | - | 4 pax  |
| 4. Resource Persons                     | - | 5 pax  |
| 5. Training Facilitators                | - | 2 pax  |

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TOTAL - 32 pax

DAY 2: September 15, 2022 (Thursday)

**DISCUSSIONS/WORKSHOP:**

5. Action Research for District Supervisors
6. Basic Research for District Supervisors
7. Workshop

**Participants:**

- |   |   |        |
|---|---|--------|
| 1. Public School District Supervisors   | - | 10 pax |
| 2. Education Program Supervisors        | - | 11 pax |
| 3. Senior Education Program Specialists | - | 4 pax  |
| 4. Resource Persons                     | - | 5 pax  |
| 5. Training Facilitators                | - | 2 pax  |

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TOTAL - 32 pax

DAY 3: September 16, 2022 (Friday)

**WORKSHOP:**

8. Writing action or basic capsule proposal (continuation)
9. Presentation of Workshop Outputs

**Participants:**

- |   |   |        |
|---|---|--------|
| 1. Public School District Supervisors   | - | 10 pax |
| 2. Education Program Supervisors        | - | 11 pax |
| 3. Senior Education Program Specialists | - | 4 pax  |
| 4. Resource Persons                     | - | 5 pax  |
| 5. Training Facilitators                | - | 2 pax  |

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TOTAL - 32 pax



**RESEARCH TRAINING-WORKSHOP FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS,  
EDUCATION PROGRAM SUPERVISORS AND SENIOR EDUCATION PROGRAM SPECIALISTS  
(LIVE-IN)  
September 14, 15 & 16, 2022**

Day	Topic/Activity	Target Date
1	Discussion: <ol style="list-style-type: none"> <li>1. DO No. 16, s. 2017 (Research Management Guidelines) and other Issuances</li> <li>2. Monitoring, Supervising and Provision of Technical Assistance to schools related to research activities</li> <li>3. Research Agenda of DepEd and the Division Office</li> </ol>	September 14, 2022
	Workshop: <ol style="list-style-type: none"> <li>1. Preparation of Research Supervisory, Monitoring and TA Plan</li> <li>2. Preparation of the District Research Agenda anchored on the DepEd and Division Research Agenda</li> </ol>	
2	Discussion: <ol style="list-style-type: none"> <li>1. Action Research for District Supervisors</li> <li>2. Basic Research for District Supervisors</li> </ol>	September 15, 2022
	Workshop: Writing action or basic capsule proposal	
3	Workshop: <ol style="list-style-type: none"> <li>1. Writing action or basic capsule proposal (continuation)</li> <li>2. Presentation of Workshop Outputs</li> </ol>	September 16, 2022



MEALS, VENUE, ACCOMMODATION, SUPPLIES, HONORARIUM, ETC.				
Quantity	Unit	Description	Unit Price	Total
32	pax	Food (AM Snack, Lunch and PM Snack, Venue (LIVE-IN * 32 pax x PhP1,500.00 x 3 days = 144,000		144,000.00
Honorarium/Tokens				6,000.00
<b>TOTAL</b>				<b>P150,000.00</b>
<b>CHARGED TO SEF-RESEARCH FUND</b>				

