



Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



DIVISION MEMORANDUM

No. 251, s. 2022

**CAPACITY BUILDING ON THE IMPLEMENTATION OF THE DIVISION
RESEARCH MANAGEMENT GUIDELINES AND THE DIVISION POLICY
GUIDELINES IN THE CONDUCT OF INNOVATION PROJECTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge of the District
Schools Division Research Committee
District Research Committee
All Others Concerned

1. The Schools Division of Catanduanes through the School Governance and Operations Division – Planning and Research Section will conduct the **Capacity Building on the Implementation of the Division Research Management Guidelines and the Division Policy Guidelines in the Conduct of Innovation Projects** on **June 20 (Batch 1) and June 21, 2022 (Batch 2)**, at the Queen Maricel Inn Function Hall.

2. This activity aims to capacitate the research and innovation committee members at all governance levels and select unit/section heads and staff along with the implementation of policy guidelines and updates on the research agenda, research management guidelines, innovation projects, and other research-related concerns. As an offshoot, the District Roll-Out of this Capacity Building Activity is expected.

3. Attached is the list of expected participants from the SDO Proper and Districts, and the indicative schedule of activities/sessions for your reference. Participants are expected to pre-register or confirm their attendance no later than June 10, 2022, through the link: <https://forms.gle/JaoTKmTfsGbw6rtZA> using the DepEd email account. In case the expected participant could not attend, he/she may endorse a substitute and confirm the latter's attendance through the same link.




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4. All participants are required to bring laptops/mobile internet devices to facilitate the submission of outputs, accomplishing the online pre-and post-tests, and online M&E Tool.
5. Expenses relative to the conduct of this activity shall be charged against the HRTD Fund of the Division while traveling expenses of participants from the different districts shall be charged against the School MOOE, subject to the usual accounting and auditing rules and regulations.
6. Widest dissemination of this Memorandum to all concerned is hereby enjoined.

By the Authority of the Schools Division Superintendent


EVA S. TOLENTINO
Administrative Officer V
Officer-in-Charge



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Enclosure 1: Program Matrix/Program Management Team

Capacity Building on the Implementation of the Division Research Management Guidelines and the Division Policy Guidelines in the Conduct of Innovation Projects June 20, 2022 (Batch 1) June 21, 2022 (Batch 2) Venue: Queen Maricel Inn Function Hall		
Time	Activity	In-Charge/Presenter
7:30-8:00	Registration	Program Management Team
8:00-8:15	Preliminaries	Program Management Team
	Acknowledgment of the Participants	Jayvee R. Tesorero <i>Teacher I, Gigmoto RDHS</i>
8:15-8:20	Welcome Remarks	Mary Jean S. Romero <i>Chief Education Supervisor, SGOD Co-Chair, SDRC</i>
8:20-8:25	Message	Ma. Luisa T. Dela Rosa <i>Asst. Schools Division Superintendent OIC-Office of the SDS Chairperson, SDRC</i>
8:25-8:30	Statement of Purpose	Aroline T. Borja <i>Education Program Supervisor, SGOD</i>
8:30-9:00	Policy and Research Agenda in the Basic Education Development Plan 2030	Romel G. Petajen <i>Chief Education Supervisor, CID Co-Chair, SDRC</i>
9:00-9:30	The Division Basic Education Research Agenda	Mary Jean S. Romero <i>Chief Education Supervisor, SGOD Co-Chair, SDRC</i>
9:00-10:00	The Revised Division Research Management Guidelines	Anjo G. Tugay <i>SEPS (Planning and Research) Secretariat, SDRC</i>
	DepEd E-Saliksik and Quality Control of Completed Research	
10:00-11:00	The Basic Education Research Fund	Angelo James O. Aguinalde <i>Accountant III Member, SDRC</i>
11:00-12:00	Key Parts of Research Proposals and Completed Research Studies	Jupiter L. Torno <i>HT III/DRC Coordinator</i>
	LUNCH BREAK	
1:00-2:00	The Role of Research in the Learning Recovery Program	Marisol T. Lim <i>SP III/In-Charge of the District</i>
2:00-3:00	The Division Policy Guidelines in the Conduct of Innovation Projects	Efren O. Matienzo Jr. <i>SP I, Palumbanes Integrated School</i>



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3:00-4:00	Updates on the Basic Education Information System	Rey C. Bonayon <i>Planning Officer III</i>
4:00-4:30	Action Planning for the District Cascading of the Activity	Hazel Grace T. Vargas <i>Teacher III, CNHS</i>
4:30-5:00	Wrap Up and Ways Forward	SDRC Secretariat

PROGRAM MANAGEMENT TEAM	
Executive	Ma. Luisa T. Dela Rosa Mary Jean S. Romero Romel G. Petajen Aroline T. Borja
Program Managers	Anjo G. Tugay Rey C. Bonayon
Members	Angelo James O. Aguinalde Marisol T. Lim Efren O. Matienzo Jr. Jupiter L. Torno Hazel Grace T. Vargas Jayvee R. Tesorero
Support Staff	Jekyll Kyrr G. Bonavente Dave B. Tantiado



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Enclosure 2: Participants

Day 1: June 20, 2022		Day 2: June 21, 2022	
Participants	Number	Participants	Number
Program Management Team	14	Program Management Team	14
SDO Proper	18	SDO Proper	17
Medical Officer III		AO-V (Budget)	
ITO I		Attorney III	
AO-V (Admin.)		AO-IV (Supply)	
AO-IV (Personnel)		EPS (Private Schools)	
EPS (ESP)		EPS (Science)	
EPS (TLE)		EPS (AP)	
EPS (Math)		EPS (English)	
EPS (Filipino)		EPS (LRMDS)	
EPS (In-Charge of EPP)		SEPS, SMME	
EPS (SGOD)		SEPS, SocMobNet	
Engineer III		EPS II, SMME	
EPS II, SocMobNet		PDO II, DRRM	
EPS II, HRD		PDO I, YFD	
Dentist II (1 representative)		Cashier	
Nurse II (1 representative)		Snr. Bookkeeper (1 representative)	
Admin Aide VI (Records)		EPS II, ALS (2)	
PDO II, LRMDS			
Librarian II			
*District Research Committee (Permanent and Official Alternate Member)			
<u>Virac North District</u>		<u>Baras North District</u>	
PSDS	1	PSDS	1
Coordinator (2)	2	Coordinator	2
Statistician (2)	2	Statistician	2
Language Editor	2	Language Editor	2
		<u>Baras South District</u>	
		Coordinator	2
		Statistician	2
		Language Editor	2
<u>Virac South District</u>		<u>San Miguel North District</u>	
PSDS	1	PSDS	1
Coordinator	2	Coordinator	2
Statistician	2	Statistician	2
Language Editor	2	Language Editor	2
<u>San Andres East District</u>		<u>San Miguel South District</u>	
PSDS	1	PSDS	1
Coordinator	2	Coordinator	2
Statistician	2	Statistician	2



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Language Editor	2	Language Editor	2
<u>San Andres West District</u>		<u>Gigmoto District</u>	
PSDS	1	PSDS	1
Coordinator	2	Coordinator	2
Statistician	2	Statistician	2
Language Editor	2	Language Editor	2
<u>Caramoran North District</u>		<u>Panganiban District</u>	
PSDS	1	PSDS	1
Coordinator	2	Coordinator	2
Statistician	2	Statistician	2
Language Editor	2	Language Editor	2
<u>Caramoran South District</u>			
Coordinator	2		
Statistician	2		
Language Editor	2		
<u>Pandan East District</u>		<u>Bagamanoc North District</u>	
PSDS	1	PSDS	1
Coordinator	2	Coordinator	2
Statistician	2	Statistician	2
Language Editor	2	Language Editor	2
<u>Pandan West District</u>			
Coordinator	2		
Statistician	2		
Language Editor	2		
<u>Bato East District</u>		<u>Bagamanoc South District</u>	
PSDS	1	PSDS	1
Coordinator	2	Coordinator	2
Statistician	2	Statistician	2
Language Editor	2	Language Editor	2
<u>Bato West District</u>		<u>Viga East District</u>	
PSDS	1	PSDS	1
Coordinator	2	Coordinator	2
Statistician	2	Statistician	2
Language Editor	2	Language Editor	2
		<u>Viga West District</u>	
		PSDS	1
		Coordinator	2
		Statistician	2
		Language Editor	2
DRC Total No. of Participants	68		69
Total	100		100



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