



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

Barcode/Track Number



8529107238451

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. **498**, s. 2023

08 NOV 2023

**WORKSHOP ON WRITING A COMPLETED EDUCATIONAL RESEARCH REPORT
FOR DISTRICT RESEARCH COORDINATORS**

- To: OIC - Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/District In-Charge/Care Takers
Concerned Elementary and Secondary School Heads
Schools Division Research Committee
District Research Coordinators/ADRCs
All Others Concerned
1. This Office, through the School Governance and Operations Division Planning & Research Section conducts a two-day **Workshop on Writing a Completed Educational Research Report for District Research Coordinators on November 10 & 11, 2023** at **Plaza Maria Luisa Suites Inn, Dumaguete City**.
 2. The activity aims to familiarize the compliance checklists which are essential for appraising research proposals and writing completed research report.
 3. Participants to this activity are the designated District Research Coordinators (DRCs), Alternate District Research Coordinators, select members of the SDRC and Technical Working Group.
 4. All participants (see Annex A) are requested to bring laptop with MS Office/Office 365 installed (**Mandatory – individual**), extension cord/wire, **soft and hard copies of the research proposal**, and draft of the completed research report.
 5. Further, all DRCs and Alternate DRCs are requested to attend the **virtual meeting on November 8, 2023, at 10 o'clock** in the morning, **via MS Teams** to discuss the details and preparations for the activity. Participation in the virtual meeting is subject to the no-disruption-of-classes policy provided under DepEd Order No. 9, s. 2005.



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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6. School Heads are reminded to ensure that no classes should be disrupted and that teachers who are participants in the two-day activity should be replaced or any interventions can be made to ensure that classes are not disrupted.
7. Expenses for meals and accommodation shall be charged against Special Education Fund (SEF) 2023, while travel and incidental expenses incurred by the participants shall be charged against Division/School MOOE/local funds, subject to the usual accounting rules and regulations.
8. The **check-in time** shall be on Day 1 (November 10, 2023) at 2PM while the **check-out time** will be on Day 2 (November 11, 2023) at 12NN. **First meal** is breakfast on Day 1 (November 10, 2023) and **last meal** is dinner on Day 2 (November 11, 2023).
9. Teaching personnel involved in the activity on November 11, 2023 (Saturday) shall be entitled to service credit while non-teaching personnel shall be entitled to Compensatory Overtime Credit (COC) per DepEd Order No. 53, s. 2003 on the Updated Guidelines on the Grant of Vacation Service Credits to Teachers and with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s.2004 on Non-Monetary Remuneration of Overtime Services Rendered.
10. For clarifications, kindly contact the SEPS for Planning and Research at dae.habalo@deped.gov.ph or call (035) 422 8511.
11. This memorandum serves as **AUTHORITY TO TRAVEL**.
12. For the information, guidance, and strict compliance of all concerned.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

11/7/2023

NCO/ JMA-MKP/SOOD/RRP/dph
11/06/23



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ANNEX A - List of Participants

Adviser: Dr. Neri C. Ojastro, CESE

Schools Division Superintendent

SDRC Chair: Dr. Joelyza M. Arcilla, CESE, OIC- ASDS

SDRC Co-Chairs:

Dr. Marcelo K. Palispis, OIC- ASDS

Dr. Nilita L. Ragay, CID Chief / Concurrent OIC-ASDS

Dr. Rachel B. Picardal, SGOD Chief

SDRC Member/Secretariat: Dae P. Habalo, SEPS Planning & Research

SDRC Members:

Dr. Rolando A. Pacarro, PSDS Valencia District

Jenith C. Cabajon, Division Coordinator Special Curriculum Programs

QATAME: Dennis Charl F. Andalajao, SEPS M&E

Technical Working Group

- 1) Dr. Karl T. Credo, PO III
- 2) Glenda G. Cadelina, Principal I-Manlingay ES
- 3) Joelou M. Aguirre, Principal II- Dauin NHS
- 4) Engr. Erwin Pinuto, PDO I
- 5) Jeylene E. Cerial, PDO I
- 6) Jerry Mar B. Vadil, PDO I
- 7) Severo Caro, AO II
- 8) Niñonito D. Divino, ADAS VI
- 9) Roy M. Cadinan, ADAS II
- 10) Kecylien Je O. Bacud, ADA I
- 11) Marsha D. Ruiz, ADA I
- 12) Vanessa Equia, Provincial School Board Secretary

District Research Coordinators/Alternate District Research Coordinators

District	Name of Participant
La Libertad 1	Jerrymay D. Garsula Charo Mae M. Gabunilas
La Libertad 2	Noves S. Sangilan
Jimalalud 1	Nemillo E. Garsula
Jimalalud 2	Yvonne E. Saycon Aicetel A. Quezon
Tayasan 1	Emily Joy B. Torres G-Ann A. Fabugais
Tayasan 2	Benelma G. Calijan Hazel B. Malabo
Ayungon 1	Michael S. Gudio Ronavic D. Baldado



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District	Name of Participant
Ayungon 2	Memelou F. Silva Mary Ann A. Amaro
Bindoy 1	Aidelyn D. Dela Peña Ma. Cecilia C. Amorin
Bindoy 2	Malou R. Baldoza
Mabinay 1	Anabel M. Aseñas Marvelous F. Cabual
Mabinay 3	Rosienette A. Miot
Mabinay 4	Shelah Amor B. Tongcopanon Bethel Mae M. Paculanang
Amlan	Carmelita A. Clavicillas Zenaida S. Sienes
San Jose	Hazel T. Corton Janicevel G. Alanano
Sibulan 1	Marlon T. Villaluz Marian B. Espinosa
Sibulan 2	Ivan D. Villaluz Nolly V. Vidamo
NOHS – SHS	Kenneth B. Pael
Valencia	Lea L. Sapuan Rosendyll P. Epetito
Bacong	Mavic G. Sala
Dauin	Janilyn T. Credo Elizabeth A. Alap-ap
Zamboanguita 1	Ana Claire C. Elvinia Crisilda T. Banua
Zamboanguita 2	Tomas Raglin D. Partosa Mariechel E. Bayalas
Siaton 1	Janice H. Olis Cristy L. Aguilin
Siaton 2	Nur-Ain S. Sadava Jufel G. Pagaygay
Siaton 3	Luzviminda A. Macalipay Suzette C. Janipin
Siaton 4	Rubene L. Ongkit Loacily K. Quilnet
Sta. Catalina 1	Didith E. Raffles Lolita N. Yee
Sta. Catalina 2	Racquel B. Bayon-on Rosalene J. Luyas
Sta. Catalina 3	Alfredo E. Sapequeña, Jr. Luchie N. Jo
Sta. Catalina 4	William Lyn B. Lor Jurilyn S. Bausin



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