



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

Barcode/Track Number



852910923163932

**Office of the Schools Division Superintendent**

13 NOV 2023

MEMORANDUM

MLA-2023- 841

TO : **DAE P. HABALO, SEPS Planning & Research**  
**FELIX III D. MOSQUEDA, NIC/Nurse II**  
**JANET L. GADDI, Nurse II**  
**MELANIE MAE O. AUSTERO, Nurse II**

*(Through the Public Schools District Supervisor/ School Heads)*

**NATHANIEL E. LAJOT JR., Sta. Catalina I District**  
**LUZBEE L. ANTOLO, NOHS-SHS**  
**MARK DAVE M. VENDIOLA, NOHS-SHS**

FROM : By Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**  
OIC-Office of the Assistant Schools Division Superintendent  
Office-In-Charge 11/10/23

SUBJECT : **ORIENTATION WORKSHOP ON RESEARCH AND INNOVATION  
GUIDELINES AND FORMAT**

DATE : November 9, 2023

1. This Office, through the SGOD Planning & Research section disseminates the attached Regional Memorandum No. 0829, S.2023 titled "*Orientation Workshop on Research and Innovation Guidelines and Format*" for the information and guidance of all concerned.
2. In this connection, the aforementioned are requested **to attend the virtual session on November 10, 2023** (*link to follow*). Please refer to the enclosure for reference.
3. For questions and/or clarifications, you may contact the SEPS for Planning and Research at (035) 422 8511 or through email at [dae.habalo@deped.gov.ph](mailto:dae.habalo@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

NCO/ JMA-MKP/SGOD/ERP/dph  
11/09/2023



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

08 NOV 2023

**REGIONAL MEMORANDUM**

No. **829** s. 2023

**ORIENTATION WORKSHOP ON RESEARCH AND INNOVATION  
GUIDELINES AND FORMAT**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, "Research Management Guidelines" and in consonance with DepEd ROVII's Project CAREs: Committed to Assist Research Enthusiasts, this Office, through the Policy, Planning, and Research Division (PPRD) in coordination with the Regional Research Committee (RRC), shall conduct an **Orientation Workshop on Research and Innovation Guidelines and Format** on November 9-10 and November 13-15, 2023 via an online platform.
2. The said activity aims to discuss the following:
  - a. Research and Innovation Management Guidelines;
  - b. Research and Innovation Format and Templates;
  - c. Updates on the Submission of Research Deliverables; and
  - d. Action Research Congress cum Conference Schedule.
3. The target participants to this activity are the *Regional Research Committee (RRC) Secretariat, Senior Education Program Specialists for Planning and Research (SEPS P&R)/Division Research Coordinators, and Basic Education Research Fund (BERF) 2023 Program Grantees* of the 20 SDOs.
4. Expenses incurred relative to the conduct of the said activity shall be charged to BERF 2023 Funds, all subject to the usual auditing and accounting rules and regulations.
5. For more details, please see *Enclosure A*.
6. For related inquiries, kindly contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
7. For the information, guidance, and compliance of all concerned.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

ST-J/PYA/PPRD/BDT/suite



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
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DepEd Tayo Region VII

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**Enclosure A**

**ACTIVITY DESIGN**

<b>Orientation Workshop on Research and Innovation Guidelines and Format</b>	
Source of Funds	BERF 2023 Funds
Date of Activity	November 9-10, 2023 & November 13-15
Venue of Activity	Cebu City, Philippines
Participants	RRC Secretariat, SEPS P&R/ Research Coordinators, BERF 2023 Grantees

**I. Objectives**

The activity aims to discuss the following:

- a. Research and Innovation Management Guidelines;
- b. Research and Innovation Format and Templates;
- c. Updates on the Submission of Research Deliverables; and
- d. Action Research Congress cum Conference Schedule.

**II. Legal Bases**

RA 11293 "Philippine Innovation Act"  
 RA 9155 "Governance of Basic Education Act"  
 DO 16, s. 2017 and DO 26, s.2021 "Research Management Guidelines"  
 CV RDRC "Central Visayas Regional Development Research Council"  
 DepEd ROVII's NICE "Nurturing Innovation and Culture for Excellence"

**III. Matrix of Activities**

Date	Time	Activity	Focal Person
Day 1 (09 Nov 2023)	8:00-9:00 AM	Online Admission	
		Philippine National Anthem	AVP
	9:00-10:00 AM	Opening Prayer	AVP
		Welcome Remarks	<b>Benjamin D. Tiongzon DPA</b> <i>CES, PPRD/ Co-chair, RRC</i>
		Rationale	<b>Atty. Fiel Y. Almendra</b> <i>Assistant Regional Director</i>
		Acknowledgment of Participants	<b>Jasmine C. Sarsaba</b> <i>Statistician I, PPRD</i>
		Inspirational Message	<b>Salustiano T. Jimenez JD, EdD</b> <i>Regional Director</i>
Overview and Session Mechanics	<b>Rey P. Tan PhD</b> <i>EPSvr, PPRD</i>		



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Date	Time	Activity	Focal Person
	10:00-12:00 NN	Research and Innovation Management ( <i>Legal Bases</i> )	<b>Sheena Mae T. Comighud EdD</b> <i>EPS II/ Regional Research Coordinator</i>
	12:00-1:00 PM	Lunch	
	1:00-2:45 PM	Research and Innovation Management ( <i>Guidelines</i> )	<b>Sheena Mae T. Comighud EdD</b>
	2:45-3:00 PM	<i>Health Break</i>	
	3:00-5:00 PM	Research and Innovation Management ( <i>Format and Templates</i> )	<b>Sheena Mae T. Comighud EdD</b>
Day 2 (10 Nov 2023)	8:00-8:30 AM	Online Admission	PPRD Staff/RRC Secretariat
	8:30-9:00 AM	Preliminaries	PPRD Staff/RRC Secretariat
	9:00-9:45 AM	Plenary Session 1: AR Chapters 1&2	<b>Benjamin D. Tiongzon DPA</b> <i>CES, PPRD/ Co-chair, RRC</i>
	9:45-10:00 AM	<i>Health Break</i>	
	10:00-12:00 NN	Plenary Session 2: AR Chapters 3&4	<b>Benjamin D. Tiongzon DPA</b>
	12:00-1:00 PM	<i>Lunch</i>	
	1:00-2:45 PM	Plenary Session 3: Innovation	<b>Benjamin D. Tiongzon DPA</b> <b>Sheena Mae T. Comighud EdD</b>
	2:45-3:00 PM	<i>Health Break</i>	
Day 3 (13 Nov 2023)	8:00-12:00 NN	AR Refinement: Chapters 1&2	PPRD7, PRU, & BERF 2023 Grantees
	12:00-1:00 PM	<i>Lunch</i>	
	1:00-5:00 PM	AR Refinement: Chapters 1&2 ( <i>Continued</i> )	PPRD7, PRU, & BERF 2023 Grantees
Day 4 (14 Nov 2023)	8:00-12:00 NN	AR Refinement: Chapters 3&4	PPRD7, PRU, & BERF 2023 Grantees
	12:00-1:00 PM	<i>Lunch</i>	
	1:00-5:00 PM	AR Refinement: Chapters 3&4 ( <i>Continued</i> )	PPRD7, PRU, & BERF 2023 Grantees
Day 5 (15 Nov 2023)	8:00-12:00 NN	Innovation Entries	PPRD7, PRU, & BERF 2023 Grantees
	12:00-1:00 PM	<i>Lunch</i>	
	1:00-3:30 PM	Innovation Entries ( <i>Continued</i> )	PPRD7, PRU, & BERF 2023 Grantees
	3:30-5:00 PM	Closing Program	<b>Rey P. Tan PhD</b>
		Nationalistic Song	AVP
		Prayer	AVP
Closing Remarks		<b>Benjamin D. Tiongzon DPA</b>	



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**IV. Participants**

Participants	Research Coordinator(s)		BERF 2023 Grantees	
	# Pax	Name and Position	# Pax	Name
SDO-Bais City	1	<b>JOCELYN E. LUBA</b> <i>SGOD EPSvr</i>	7	Josua D. Quiniquito Lesile Joy A. Guay; Beverly L. Deque; Mark Anthony C. Perez Venus Marie R. Catubay; Joanna Mae A. Tosoy; Joshua R. Katipunan
SDO-Bayawan City	1	<b>RUBY T. YPAROSA</b> <i>SEPS P&amp;R</i>	7	Louie Bim M. Marapao; Yvonne Lorraine T. Tan; Fe Ivy T. Tangon Maria Lourdes B. Cacas; Roger Ajugar Lorename T. Lacdao; Memia S. Biton-on
SDO-Bogo City	1	<b>LILYBETH CINCO</b> <i>DPO III</i>	3	Kenneth June B. Ybañez Christian Vincent T. Aliño Desheryl M. Cuyos
SDO-Bohol	1	<b>AMELIA L. CORTIDOR</b> <i>SEPS P&amp;R</i>	5	Ronelo S. Pajo Marissa B. Amparo Ma. Melba O. Avenido; Virgenia A. Cajés; Maryjo I. Cajés
SDO-Canlaon City	1	<b>LESTER C. PABALINAS</b> <i>CID EPSvr</i>	3	Brenda L. Pasquil Lester C. Pabalinas Anderson T. Peregrino
SDO-Carcar City	1	<b>ROMMEL W. OTERO</b> <i>SEPS P&amp;R</i>	9	Junry A. Eñego; Eugene S. Pelonio; Raymund A. Asentista Rodisa A. Dicdican; Mary Ann P. Alberca; Theresa Linda B. Bacus Mary Ann P. Gemota; Jonavel S. Tangaro; Dexter C. Wamar
SDO-Cebu Province	1	<b>APPLE MAYE A. SUSVILLA</b> <i>SEPS P&amp;R</i>	5	Christian Rhee A. Bongo Rey Collin F. Anticamara; Jouleny F. Anticamara; Arnel L. Enoc Margarita A. Nierra
SDO-Cebu City	1	<b>CHRISTOPHER D. VILLANUEVA JR.</b> <i>SEPS P&amp;R</i>	2	Ritchelle W. Origenes Edwin S. Cablao
SDO-City of Naga	1	<b>ADA G. DAYONDON</b> <i>DPO III</i>	4	Daniel C. Giraldez Jr.; Lorie Lee P. Aliganga; Rey Marion G. Cabag Jeffset D. Lastimado
SDO-Danao City	1	<b>MARITES P. BANZON</b> <i>SEPS P&amp;R</i>	6	Jerlinda N. Concha; Gee Zel V. Batucan Bienvenido G. Calzada III Joseph P. Mangubat; Lady Jane M. Vergara; Margie C. Batoon



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Participants	Research Coordinator(s)		BERF 2023 Grantees	
	# Pax	Name and Position	# Pax	Names
SDO-Dumaguete City	1	LILYBETH P. ESTROSOS <i>SGOD EPSvr</i>	3	Joan I. Velez Haideliza C. Ganhinhin; Reyna May M. Farole
SDO-Guihulngan City	1	CHRISTIAN EDU B. VILLEGAS <i>SSP</i>	2	Marycon G. Girasol Glenn Mark H. Adventurado
SDO-Lapu-Lapu City	1	MARIA MITZE Z. ZAGALES <i>SEPS P&amp;R</i>	5	Allan S. Adem; Maria Teresa D. Amion; Marieta R. Ferrer Victor S. Recana III; Victoria T. Pasaje
SDO-Mandaue City	1	IVY B. GODINEZ <i>SEPS P&amp;R</i>	6	Lilibeth F. Cortes Neville E. Diano; Henny C. Ytoc; Honey May B. Tecling Marquel M. Andrino Rosita T. Nacroda
SDO-Negros Oriental	1	DAE P. HABALO <i>SEPS P&amp;R</i>	6	Felix III D. Mosqueda; Janet L. Gaddi; Melanie Mae O. Austero Nathaniel E. Lajot Jr.; Luzbee L. Antolo; Mark Dave M. Vendiola
SDO-Siquijor	1	VIVIAN Y. BOMEDIANO <i>SEPS P&amp;R</i>	8	Gerli A. Perez; Albert M. Jimenez; Belbeth L. Bantilan Charles Y. Dimalig; Chyslène Mae A. Labayna; Ruby Leen B. Ygsi Danny J. Tina-e; Joycette C. Trumata
SDO-Tagbilaran City	1	MA. ANTONETTE P. DUGANG <i>SGOD EPSvr</i>	5	Rex U. Celosia Rosene D. Olaivar; Filomena C. Tanggaan Florafel C. Datoy; Corazon H. Samuya
SDO-Talisay City	1	RUTH T. MAGALLANES <i>SEPS P&amp;R</i>	7	Jeffrey L. Seblero; Alma S. Laputan; Maricel C. Tapic, Marissa G. Alo Bernard Evangelicom V. Jamon; Jonnabel O. Bendebel; Karen B. Rulete
SDO-Tanjay City	1	ABSOLITA Q. MIRA <i>Research Coordinator</i>	4	Joseph L. Torres, Armando B. Andoicoy Jr.; Laarni G. Futalan Lyndon M. Ramirez
SDO-Toledo City	1	IRENE A. BARIQUIT <i>SEPS P&amp;R</i>	7	Reza P. Deligero; Leonilo B. Barquin; Marlon B. Contado Amytheez V. Camomot John Romulos Marinay; April Mae Camoro; Eleanor Benitez
PPRD	6	CES, EPSvr, RPO III, EPS II, Stat I, Admin Support Staff		
<b>TOTAL</b>	<b>26</b>		<b>104</b>	



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