



April 25, 2017

Division Memorandum

No.: 748 s. 2017

**REGIONAL RESEARCH CARAVAN AND WORKSHOP**

To: Assistant Schools Division Superintendent, Chiefs, CID & SGOD  
 Public Elementary and Secondary School Heads, all concerned

1. In consonance with Regional Memorandum No. 272 series of 2017 and in pursuant to the provisions of DepEd Order No 16 s. 2017 Research Management Guidelines (RMG) and in support of the Department 's Policy Development Process, Research Agenda, and Policy and Program Development and Implementation, the Department of Education continues to promote and strengthen the culture of research in basic education.

2. In view of the forgoing there will be a Research Workshop on May 16-18, 2017 and a Research Caravan on May 19, 2017 at Citi Park Hotel, F. Cabahug Street, Mabolo, Panagdait, Cebu City. The following topics are:

- a) Research Caravan
- b) Research Management Guidelines (RMG)
- c) Research Conference and Forum
- d) Research Journal
- e) Review of Policy on BERF Utilization and Modification
- f) Workshop on Ethical Consideration in Research
- g) Workshop on Action Research

3. The workshop aims to impact knowledge, skills and a positive attitude towards research and participants are expected to come up with a research output whereby findings and recommendations can serve as basis for necessary reforms and policy inputs.

4. Participants are the following:

Research Workshop (May 16-18, 2017)	Research Caravan ( May 19, 2017)
Division Office: Dr. Filomena C. Tanggaan, SEPS HRDD Liza E. Maquiling, PO II Elementary Master Teachers: Mylin Iñigo, Manga ES Dr. Cherry Michelle Collyer, Dampas ES Junior HS Master Teacher Dr. Raflyn Salutan, DCPNHS Helen Chavez, DCPNHS Senior High School Master Teacher Jonathan Membreve, Tagb. City Science HS	Dr. Marcelo K. Palispis, ASDS Dr. Elisea G. Dela Torre, Chief CID Dr. Beatriz C. Luga, Chief SGOD Dr. Filomena Tanggaan, SEPS HRDD Liza E. Maquiling, Planning Officer II

5. All Master Teacher participants in the Research Workshop are required to submit one (1) action research proposals to the Regional Research Committee (RRC) for possible funding under the Basic Education Research Fund (BERF).

6. Food, Honoraria of the Research Speaker shall be chargeable against BERF 2016 and 2017 funds while transportation and accomodation of the Division and School Participants shall be chargeable against division/ school local funds subject to the usual accounting and auditing rules and regulations.

7. Activity starts at 8:00 AM although check in time is at 12:00NN and check out time is 12:00NN of May 18, 2017 for Research workshop participants.

8. Immediate and wide dissemination of this Memorandum is desire.

VIRGINIA C. ZAPANTA, Ed.D., CESO V  
Schools Division Superintendent

For and in Behalf:

*B. Luga*  
**DR. BEATRIZ C. LUGA**  
Chief, SGOD  
Officer in Charge  
*05/08/17 10:51 AM*

## Activity Outline

<b>Fundamentals of Action Research and Research Evaluation</b>	
<i>Source of Funds</i>	BERF 2016 and 2017 Funds
<i>Date of Activity</i>	May 15-18, 2017
<i>Functional Division</i>	Policy, Planning and Research Division (PPRD)
<i>PMIS WFP Status</i>	Included in PPRD WFP for 2017

### I. Objectives

After 3 days of varied lecture and discussion techniques the participants will be able to enhance knowledge, skills and gain positive attitude towards Action Research and Research of Evaluation.

Specifically, they will be able to:

1. Understand the fundamentals of action research
2. Describe ways in evaluating research
3. Create research proposals for funding under BERF

### II. Legal Basis

This is compliance with DepEd Order No. 16, s. 2017 otherwise known as the "Research Management Guidelines" and DepEd Order No. 15, s. 2017 otherwise known as the "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education."

### III. Matrix of Activities

**Day 0 – Monday – May 15, 2017**

Time	Activity	Participants
8:00 AM to 2:00 PM	Logistical Preparation and Last Minute Preparations	PPRD Chief and Staff
2:00 PM to 5:00 PM	Final Inspection and Preparation of Site	PPRD Chief and Staff

**Day 1 – Tuesday – May 16, 2017**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:00 AM to 8:15 AM	Preliminaries	PPRD Staff
8:16 AM to 8:25 AM	Introduction of Participants	PPRD Staff

8:25 AM to 8:30 AM	Objectives	Dr. Despojo
8:31 AM to 11:30 AM	Overview of Workshop, Mechanics and Research Management Guidelines	PPRD Staff
11:31 AM to 1:00 PM	Check-in and LUNCH	PPRD Staff
11:45 AM to 12:15 PM	Preparation of Break-out Rooms	PPRD Staff and Hotel Staff
1:00 PM to 5:00 PM	Breakout 1 – Basic Action Research (First Half of Topic)  Breakout 2 – Methods of Evaluating Research (First Half of Topic)	Dr. Dayagbil and Staff

**Day 2 – Wednesday – May 17, 2017**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:01 AM to 12:00 NN	Breakout 1 – Basic Action Research (Second Half of Topic)  Breakout 2 – Methods of Evaluating Research (Second Half of Topic)	PPRD Staff
12:00 NN to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 5:00 PM	Breakout 1 – Methods of Evaluating Research (First Half of Topic)  Breakout 2 – Basic Action Research (First Half of Topic)	Dr. Dayagbil and Staff

**Day 3 – Thursday – May 18, 2017**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:01 AM to 12:00 NN	Breakout 1 – Methods of Evaluating Research (Second Half of Topic)  Breakout 2 – Basic Action Research (Second Half of Topic)	Dr. Dayagbil and Staff
12:00 PM to 1:30 PM	Check-out and LUNCH	PPRD Staff
12:15 PM to 12:45 PM	Preparation of Plenary Room	PPRD Staff and Hotel Staff
1:30 PM to 4:45 PM	Workshop and Submission of Outputs	Dr. Dayagbil and Staff
4:45 PM to 5:15 PM	Awarding of Certificates and Closing Remarks	PPRD Staff

#### IV. Food, Accommodation and Venue Requirements

Item	Day 0	Day 1	Day 2	Day 3
Food	8 pax (Breakfast to Dinner)	55 pax (Breakfast to Dinner)	55 pax (Breakfast to Dinner)	55 pax (Breakfast to Dinner)
Venue	N/A	1 Plenary (AM) and 3 Break-out (PM)	3 Break-out (AM and PM)	3 Break-out (AM) and 1 Plenary (PM)
Accommodation	8 pax PPRD Staff	55 pax 26 - MT Elem 26 - MT JHS 13 - MT SHS 13 - SEPS P&R 7 - PPRD Staff 8 - Chiefs 3 - Trainers	55 pax 26 - MT Elem 26 - MT JHS 13 - MT SHS 13 - SEPS P&R 7 - PPRD Staff 8 - Chiefs 3 - Trainers	28 pax 13 - SEPS P&R 7 - PPRD Staff 8 - Chiefs

#### V. Budget

Item	Day 0	Day 1	Day 2	Day 3
Food, Venue and Accommodation	8 x Php 2,000.00  Php 16,000.00	55 x Php 2,000.00  Php 110,000.00	55 x Php 2,000.00  Php 110,000.00	28 x Php 2,000.00 27 x Php 1,200.00  Php 88,400.00
Honorarium	-	2 x Php 8,000.00  Php 16,000.00	2 x Php 8,000.00  Php 16,000.00	2 x Php 8,000.00  Php 16,000.00
Subtotal	Php 16,000.00	Php 126,000.00	Php 126,000.00	Php 104,400.00
<b>GRANDTOTAL</b>				<b>PHP 372,400.00</b>

## Activity Outline

<b>Research Management Guidelines Seminar cum Division Research Caravan Planning Session</b>	
<i>Source of Funds</i>	BERF 2016 and 2017 Funds
<i>Date of Activity</i>	May 19, 2017
<i>Functional Division</i>	Policy, Planning and Research Division (PPRD)
<i>PMIS WFP Status</i>	Included in PPRD WFP for 2017

### I. Objectives

After 8 hours of varied lecture and discussion techniques the participants will be able to enhance knowledge, skills and gain positive attitude towards Research Management Guidelines.

Specifically, they will be able to:

1. Understand the important outlines of the DepEd Order No. 16, s. 2017
2. Craft Division Research Caravan and Advocacy Plan

### II. Legal Basis

This is compliance with DepEd Order No. 16, s. 2017 otherwise known as the "Research Management Guidelines" and DepEd Order No. 15, s. 2017 otherwise known as the "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education."

### III. Matrix of Activities

**Day 0 – Thursday – May 18, 2017**

Time	Activity	Participants
1:00 PM to 5:00 PM	Arrival of CO Personnel	

**Day 1 – Friday – May 19, 2017**

Time	Activity	Locus of Control
6:00 AM to 8:00 AM	Registration and Breakfast	PPRD Staff
8:00 AM to 8:15 AM	Preliminaries	PPRD Staff
8:16 AM to 8:25 AM	Introduction of Participants	PPRD Staff
8:25 AM to 8:30 AM	Objectives	Dr. Despojo

8:30 AM to 9:00 AM	RD's Time	Dr. Jeruta
9:00 AM to 12:00 PM	Research Management Guidelines and Open Forum	Mr. Tan
12:00 PM to 1:00 PM	LUNCH	PPRD Staff
1:00 PM to 1:30 PM	Mechanics on Division Research Caravan and Advocacy Planning	Mr. Tan and Dr. Acibar
1:30 PM to 3:00 PM	Workshop Proper	PPRD Staff
3:00 PM to 5:00 PM	Presentation (9 Minutes per Division)	Moderator:
5:01 PM to 5:15 PM	Closing Remarks and Awarding of Certificates	Mr. Libre PPRD Staff

**Day 2 – Saturday – May 20, 2017**

Time	Activity	Participants
8:00 AM to 11:00 PM	Departure of CO Personnel	

**IV. Food, Accommodation and Venue Requirements**

Item	Day 0	Day 1	Day 3
Food	3 pax (Dinner only)  3 Central Office Personnel	71 pax (Breakfast to Dinner)  13 SEPS P&R 7 PPRD Staff 8 Chief 13 ASDS 13 SGOD Chief 13 CID Chief 1 ARD 1 RD 3 Central Office Personnel	3 pax (Breakfast only)  3 Central Office Personnel
Accommodation	3 pax  3 Central Office Personnel	3 pax  3 Central Office Personnel	
Venue	--	1 Plenary (AM and PM)	--

**V. Budget**

Item	Day 0	Day 1
Food, Venue and Accommodation	3 x Php 2,000.00  <b>Php 6,000.00</b>	69 x Php 1,200.00 3 x Php 2,000.00  <b>Php 88,800.00</b>
Subtotal		<b>Php 88,800.00</b>
<b>GRAND TOTAL</b>	<b>Php 6,000.00</b>	<b>Php 88,800.00</b> <b>Php 94,800.00</b>