



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **108**, s. 2024

February 22, 2024

DIVISION CAPABILITY BUILDING ON ACTION RESEARCH PROPOSAL WRITING

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Secondary and Elementary School Heads
All Others Concerned

1. To continuously promote and strengthen the culture of research in basic education, this office, through the School Governance Operation Division (SGOD) in coordination with the Regional Research Committee (RRC) disseminates the conduct of **Division Capability Building on Action Research Proposal Writing** from **March 11-12, 2024** pursuant to Regional Memorandum No. 039s, 2024, supported with DepEd Order No. 16, s.2017, "Research Management Guidelines" or RM.
2. This activity aims to orient Schools Division Research Committees (SDRC), School Leaders (Principal, Assistant/ Assisting Principal, Head Teachers) School Governance Operation Division (SGOD) and heads of Functional Offices on the enhanced RM Cycle and their corresponding roles and responsibilities per RMG. Capacitate prospective research proponents (BERF, Non-BERF, DO- initiated) on how to conceptualize/ write research proposals, and provide technical guidance to SDRC on areas of research partnerships.
3. All expenses incurred to the conduct of this capability building for the 2024 Research Management Cycle shall be charged to the School MOOE for School-based personnel, and Division MOOE for Division Personnel participants, subject to the existing accounting and auditing rules and regulations.
4. For concerns, may contact the Division Research Coordinator **Ma. Antonette P. Dugang EPSvr-** School Governance Operation Division (SGOD).
5. Immediate dissemination of this Memorandum is directed.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/EQA/SGOD/MCC/mapd



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph



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Annex 1. Identified Participants on this Division Capability Building on Action Research Proposal Writing

Participants	Number
School Heads - Principals	26
- Assistant Principal	2
- Assisting Principal	1
- Head Teachers	12
SGOD	8
SDRC	5
Head of Functional Office	3
TOTAL	57

Matrix of Activities

Date	Time	Activity	Focal Person
Day 1	7:30- 8:30 AM	Registration /Attendance	SGOD Staff
	8:30- 9:30 AM	Opening Program	SGOD
	9:30-10:00 AM	Research Management Guidelines	Regional Research Coordinator
	10:00- 11:00 AM	Basic Education Research Agenda	Division Research Coordinator
	11:00-12:00 AM	Chapter 1 : INTRODUCTION	RRC Co-Chair/CES, PPRD
	12:00- 1:00 PM	Lunch	
	1:00- 3:00 PM	Chapter 1 : INTRODUCTION (Continued)	RRC Co-Chair/CES, PPRD
	3:00- 5:00 PM	Chapter II : ACTION RESEARCH METHODS	RRC Co-Chair/CES, PPRD
Day 2	7:30-8:30 AM	Preliminaries	SGOD
	8:30- 9:45AM	Chapter II : ACTION RESEARCH METHODS (Continued)	RRC Co-Chair/CES, PPRD
	9:45- 10:00 AM	Health Break	
	10:00-12:00 Am	Writeshop 1: INTRODUCTION	Participants
	12:00- 1:00 PM	Lunch	
	1:00- 3:00 PM	Writeshop 2: ACTION RESEARCH METHODS	Participants
	3:00- 3:15 PM	Health Break	
	3:15- 5:00 PM	AR Proposal Presentation and TA Provision Closing Program	RRC, SDRC, Participants SGOD