



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

**Office of the Schools Division  
 Superintendent**

April 22, 2025

DIVISION MEMORANDUM  
 No.238, s. 2025

**TRAINING WORKSHOP ON ACADEMIC RESEARCH EXCELLENCE  
 STRATEGIES FOR SUCCESS**

To: All Public Secondary School Heads and Head Teachers  
 All Others Concerned

1. This Office, through the Curriculum and Implementation Division (CID) hereby announces the conduct of **Training Workshop on Academic Research Excellence Strategies for Success on June 5-6, 2025.**

2. The primary objectives of this activity are:

- 2.1 *identifying key factors that contribute to academic research excellence and apply appropriate methodologies, and ensure ethical compliance, leading to higher research quality;*
  - 2.2 *provide hands-on experience with qualitative and quantitative data analysis techniques to strengthen research reliability and validity and exploring best practices in research;*
  - 2.3 *examining the role of collaboration, mentorship, and funding in research success;*
- and
- 2.4 *proposing actionable strategies to enhance research productivity and impact.*

3. Below are the allocation of participants per secondary school.

<i>Name of School</i>	<i>No. of Participants</i>
<i>City of Tagbilaran National High School</i>	2
<i>Cogon National High School</i>	3
<i>Dr. Cecilio Putong National High School – JHS</i> • 2 Participants per grade level	8
<i>Dr. Cecilio Putong National High School - SHS</i>	2
<i>Manga National High School</i>	3
<i>Mansasa National High School</i>	3
<i>San Isidro National High School</i>	3
<i>Tagbilaran City Science High School</i> • 1 Participant per grade level	4
<i>Taloto National High School</i>	2



4. A **Registration Fee of Eight Hundred Pesos (Php 800.00) per day per participant, with a total of One Thousand Six Hundred Pesos (Php 1,600.00) for two (2) days** will be collected from each participant to cover meals, snacks and other incidental expenses relative to the conduct of the activity and shall be charged against Division Office Funds/MOOE (for SDO participants and facilitators) and School Funds/MOOE (for participants from the schools). Expenses relative to the conduct of the activity are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and cheque to the DepEd Division of Tagbilaran City. Participants from schools are highly encouraged to pay the registration fee starting **April 28, 2025 or during the conduct of the training.**

5. Teacher participants in this activity shall be entitled to service credits in accordance with the provisions of DO No. 013, s.2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers and DO No. 53, s.2003 (for participation in activity during weekends and holidays or vacations). On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) per CSC DBM Joint Circular No. 2s,2004.

6. Immediate dissemination of this Memorandum is directed.

  
**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent