



Republic of the Philippines
Department of Education
REGION VII-CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

UNNUMBERED MEMORANDUM
UM-2021-002

To: DR. ANELITO A. BONGCAWIL - ASDS/Chairman
DR. LORENZO M. DIZON - ASDS/Co-Chairman
DR. VICTOR A. YBAÑEZ - Chief-SGOD/Assistant
DR. MARY ANN P. FLORES - Chief-CID/Assistant
DR. GERARDO S. MANTOS - EPSvr-SGOD/Member
DR. MARGARITA A. NIERRA - SREPS-P&R/Member
DR. RODERIC T. GOLES - SREPS-M&E/Member
MRS. MARIA SOCORRO N. RELACION - SREPS-HRD/Member
MR. CHANEY A. GULFAN - OIC-SREPS-Soc.Mob./Member
MRS. MAXIMA M. TRUYA - Finance Officer/Accounting
DR. NORMAN O. BLANCO - EPSII-M&E/Secretariat
MR. LOUIE G. MONTEROSO - EPSII-HRD/Secretariat
MR. GLYNN DEABANICO - OIC-EPSII-Soc. Mob/Secretariat
MR. ELMER M. OCAROL - Planning Asst./TWG
CLAIRE THERESE C. JUSAY - ADAS 3/TWG
MR. ANIEL LOQUELLANO - ADAS 3/TWG

From: **MARILYN S. ANDALES, EdD, CESO V**
Schools Division Superintendent

Subject: **THREE-DAY CAPACITY BUILDING FOR ALL MEMBERS OF THE
DIVISION RESEARCH COMMITTEE: REVIEW OF RESEARCH
PROPOSALS**

Date: December 8, 2021

1. The Chair and members of the Division Research Committee, are hereby directed to attend the **“Three-day Capacity Building for all Members of the Division Research Committee: Review of Research Proposals”** on **December 15 - 17, 2021** at Crown Regency Hotel, Cebu City.



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

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2. To ensure that all the 115 submitted research proposals be reviewed and approved, all the identified Division Research Committee members must be present. Hence, they must report to the venue on the specified dates and time. **Proxy is not allowed.** First meal is dinner of December 14, 2021 (Day Zero). Last meal is dinner of December 17, 2021.

3. All the identified participants and the members of the PMT must be fully vaccinated and shall be required to present their vaccination cards upon registration. Likewise, they shall be required to undergo the rapid antigen testing before registration and after the closing program. The participants shall strictly observe physical distancing and minimum public health and safety standards at all times during the conduct of the activity. The Medical Section (Attn.: Dr. Asterterrie A. Bernales & Mrs. Namue Dela Torre) is hereby directed to assign at least two (2) nurses to be at the venue throughout the entire course of the activity.

4. All participants must be at the venue at 2:00PM-5:00PM on **Day Zero** (December 14, 2021) for the conduct of the rapid antigen test. All participants shall no longer be allowed to leave the premises of the venue once tested.

5. Expenses of the said activity, such as, travel cost, venue, accommodation , meals (breakfast, lunch, dinner, and 2 snacks) and incidental expenses of the participants, as well as the training materials, antigen and tarp shall be chargeable against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

6. This Memorandum serves as **Authority to Travel** of the participants, admin/logistics/technical or training support personnel as well as the other members of the training team/management.

7. For your information, guidance and compliance.

<SDS/ASDS/OFFICE/SGOD/VAY/P&R/MARGZ



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**Training Matrix : Three-day Capacity Building for all Members of the Division
Action Research Committee: Review and Validation
of Action Research Proposals**
Crown Regency Hotel, Cebu City
December 15 - 17, 2021

Time	Activities	Person/Group-in-Charge /Speaker
Day Zero - December 14, 2021		
2:00 – 5:00 PM	Antigen Test	c/o Medical Personnel
Day 1 - December 15, 2021		
8:00-8:29 AM	Part I : Registration	HRD Training Team/Dr. Margarita A. Nierra
8:30-8:59 AM	Part II : Opening Program National Anthem Prayer <i>Sugbo</i> Hymn Welcome Remarks Acknowledgment of Participants Rationale/Statement of Purpose Inspirational Message	Multi-Media Presentation Mr. Joseph C. Barulo, Teacher 1 Multi-Media Presentation Dr. Lorenzo M. Dizon, CESO VI <i>Asst. Schools Division Superintendent</i> Dr. Mary Ann P. Flores, Chief-CID Dr. Anelito A. Bongcawil, CESO VI <i>Asst. Schools Division Superintendent</i> Dr. Marilyn S. Andales, CESO V <i>Schools Division Superintendent</i>
VALIDATION & REVIEW PROPER		
9:00-11:00AM	Research Management Guidelines Orientation ; Introduction of the Division Research Committee	Dr. Anelito A. Bongcawil, CESO VI <i>Asst. Schools Division Superintendent</i>
11:01-12:00	Familiarization of the BERF evaluation tool for action research	Dr. Gerardo S. Mantos <i>Education Program Supervisor - SGOD</i>
12:00-12:59	Lunch Break	
1:00-5:00	Action Research Proposals Review and Validation by Team	Division Action Research Committee Members
Day 2 - December 16, 2021		
8:00-5:00	Action Research Proposals Review and Validation by Team	Division Action Research Committee Members
Day 3 - December 17, 2021		
8:00-5:00	Action Research Proposals Review and Validation by Team Signing and Approval of Reviewed Action Research proposals	Division Action Research Committee Members
6:41-6:50	Closing Remarks	Dr. Victor A. Ybañez, Chief-SGOD <i>Asst. Schools Division Superintendent</i>
6:51-7:00	Closing Prayer	Mr. Joseph C. Barulo, Teacher 1
EMCEE – Mr. Chaney A. Gulfan OIC-SREPS-Soc. Mob.		



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