



Republic of the Philippines
Department of Education
Region VII – Central Visayas
Schools Division of CEBU PROVINCE

**Office of the Schools Division
Superintendent**

January 4, 2023

DIVISION MEMORANDUM
No. 004, s. 2023

**THREE-DAY SEMINAR-WORKSHOP ON ACTION RESEARCH FOR SCHOOL HEADS:
A STRENGTHENING AND DEEPENING PROGRAM OF ACTION RESEARCH
IN CEBU PROVINCE DIVISION**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of a **Three-day Seminar-Workshop on Action Research for School Heads: A Strengthening and Deepening Program of Action Research in Cebu Province Division** on January 9 -11, 2023 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.

2. This Seminar-Workshop is another initiated face to face Learning and Development (L&D) program by Cebu Province division pursuant to the provisions of DepEd Order No. 16 s. 2017 better known as “Research Management Guidelines” (RMG) and in support of the Department’s Policy Development Process, Research Agenda, and Program Development and Implementation, which continues to promote and strengthen the culture of research in basic education.

2. This activity, specifically aims to:

- be oriented with the Action Research Management Guidelines;
- interpret the data given;
- manifest understanding on basic knowledge on evaluating qualitative/quantitative research;
- document their best practices via action research;
- equip systematic solution to classroom problems based on action research; and
- create/develop action research proposals for the school/classroom level.

3. Participants to this activity are the selected school heads of Cebu Province Division (2 school heads per district). Please see **Enclosure Program Management Team/Training Matrix**. They are required to identify/list problems, challenges and issues in their respective workplace that can be used as basis for their Action Research. They are also directed to come before the time since, this is a live-in/stay-in program and bring along with them the following:

- 3.1 wifi
- 3.2 Laptop
- 3.3 USB
- 3.4 Extension wire



Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 255-6405

Email Address: cebu.province@deped.gov.ph
Website: www.depedcebuprovince.ph

4. Members of the PMT/Facilitators are directed to be at the venue on Day Zero (January 8, 2023) for the ocular inspection of the venue as well as for the preparation of training materials to be used during the L&D program. Expenses such as, venue, accommodation, afternoon snacks, dinner of the members of the PMT, speakers/facilitators, and participants from island districts on Day Zero shall be charged against the **HRD funds**, subject to their availability and the usual accounting and auditing rules and regulations.
5. The members of the Program Management Team and other non-teaching personnel participating in this program shall be given Compensatory Time-off (CTO) for the services rendered on January 8, 2023 (Sunday) in accordance with the existing Civil Service Commission (CSC) and/or DepEd issuances.
6. All participants are still advised to observe the minimum public health protocols during the conduct of the activity. The Medical Section (Attn.: Dr. Asterterie A. Bernales & Dr. Virgilio C. Tantuico) is hereby directed to assign at least two (2) nurses to be at the training venue throughout the entire course of this program.
7. The first meal/snacks will be served at 10:00 AM on **Day 1**, and the last meal/snack will be served at 3:30 PM on **Day 3** with packed dinner. Travel and other incidental expenses of the participants from the District Offices and schools shall be charged against the **schools' MOOE/Local Funds**. Other expenses incurred during the conduct of the program such as, venue, accommodation, meals and snacks of the participants, members of the Program Management Team (PMT), training materials, anti-gen and Speaker's/facilitator's honorarium shall be charged against **Division MOOE/HRD funds**, subject to their availability and the usual accounting and auditing rules and regulations.
8. 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.
9. Immediate and wide dissemination of and compliance with this Memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent 

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Enclosure A. Three-day Seminar-Workshop on Action Research for School Heads: A Strengthening and Deepening Program of Action Research in Cebu Province Division

January 9 -11, 2023

at DepEd Ecotech Center, Sudlon, Lahug, Cebu City

Dates/ Day/ Day/	Time	Topics Allotment for every topic (in hours)	Resource Person/ Persons involved
Day Zero Jan. 8- 2022		Preparation of the Venue and training materials	
Day1 January 9, 2022	8:00 AM-8:59 AM	Arrival/Settling down	
	9:00 AM-9:59 AM	Registration	Secretariat/ Mrs. Mary Ann Celino Elmer M. Ocarol Aniel Loquellano
	10:00 AM-10:29 AM	Opening Program, 1. Welcome Remarks 2. Rationale and Statement of Purpose of the Program 3. Acknowledgment of Participants 4. Inspirational Message 5. House Rules	Training team
	10:30 AM-11:30 AM	Research Management Guidelines Orientation	Dr. Margarita A. Nierra SREPS-Planning &Research
	11:30 AM-12:00 NOON	Introduction of the Division Research Committee and BERF evaluation tool for action research	Dr. Gerardo S. Mantos (EPSvr- SGOD)/ Dr. Roderic T. Goles
	1:00 PM-5:00 PM	Presentation of sample Action research proposals complete Action research Report	Dr. Anelito A. Bongcawil Schools Division Superintendent, Bayawan City Division
	8:00-8:29 AM	Management of Learning	Assigned Host
Day 2 Jan. 10, 2022	8:30AM-12:00NN	The Basic Research & Action Research Design and Crafting an Action Research (D.M.144.s. 2017	Dr. Anelito A. Bongcawil Schools Division Superintendent, Bayawan City Division
	1:00PM-3:00PM	Continuation: Crafting an Action Research (D.M.144.s. 2017	Dr. Anelito A. Bongcawil Schools Division Superintendent, Bayawan City Division
	3:01 PM-5:00 PM	The Action Research Consultative Session & Critiquing	Dr. Anelito A. Bongcawil Schools Division Superintendent, Bayawan City Division
	8:00-8:29 AM	Management of Learning	Assigned Host
Day 3 Jan. 11, 2022	8:30 AM-11:00AM	Presentation and critiquing of Action Research Proposals	Selected Participants Dr. Anelito A. Bongcawil Schools Division Superintendent, Bayawan City Division/Division Research Committee
	11:01 AM-12:00NN	Action Research Adjustment and Consultation	
	1:00 - 4:30PM	Final Presentation and Critiquing of Action Research Proposals	Dr. Anelito A. Bongcawil Schools Division Superintendent, Bayawan City Division/Division Research Committee
	4:31 - 5:00PM	Closing Program	Training Team & TWG



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Enclosure B. Three-day Seminar-Workshop on Action Research for School Heads: A Strengthening and Deepening Program of Action Research in Cebu Province Division

January 9 -11, 2023

at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.

PROGRAM MANAGEMENT TEAM & LIST OF PARTICIPANTS

Responsibility	Personnel In-Charge
Over-all Program Manager	Dr. Marilyn S. Andales, CESO V, SDS
Assistant Program Managers	Dr. Lorenzo M. Dizon, CESO VI, ASDS Dr. Fay c. Luarez, ASDS
Program Coordinator	Dr. Victor A. Ybañez, SGOD Chief
Asst. Program Coordinator	Dr. Gerardo S. Mantos, EPSVR
Activity Coordinator	Dr. Margarita A. Nierra, SREPS-P&R
Asst. Training Manager / Logistics/Resource Officer/food and accommodation	Mr. Louie G. Monteroso, EPS II-HRD
Dr. Roderic T. Goles, SREPS M&E Dr. Norman O. Blanco, EPS II M&E Mrs. Agustina R. Albiso, Planning Officer	QATAME Associates
Finance Officer	Mrs. Desiree C. Ramos, Accountant III/ Mrs. Maxima Truya
Documenter	Mr. Elmer M. Ocarol, Teacher 1/Planning Assistant
Secretariat	Mrs. Mary Ann Celino Mr. Aniel Loquellano Mr. Elmer M. Ocarol
Welfare/Health Protocol Officer	Dr. Asterterrie A. Bernales and assigned nurses
Division Technical Working Group/Process Observers	<ol style="list-style-type: none"> 1. Gifsy Castro, Poro 2. Marlowe S. Revolteado, Minglanilla 1 3. Marissa de los Reyes, Badian NHS 4. Josephine A. Lawas, Giloctog ES - Barili 2 District 5. Maria Elena M. Milan , Sta. Lucia CES 6. Rey Colin F. Anticamara, SHR research teacher, Argao NHS 7. Christian Rhee A. Bongo, San Miguel NHS – San Remigio District 8. Alexandra de Guzman, Kawit NHS – Medellin District
Resource Speaker	Dr. Anelito A. Bongcawil, CESO VI Schools Division Superintendent Bayawan City Division
Participants	Selected School Heads (2 representatives per district)

