



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 MAR 2021

## DIVISION MEMORANDUM

No. 001 s. 2021

**CAPACITY-BUILDING OF SCHOOL HEADS AND SCHOOL RESEARCH  
 COORDINATORS IN WRITING CLASSROOM-BASED ACTION RESEARCH**

To: OIC - Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Unit/Section  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In line with RA 9155, the Department of Education has to enable policies and mechanisms from which the delivery of quality basic education can continuously improve. Chapter I, Section 7 (5) of the same RA states that DepEd is mandated to undertake national educational research and studies from which it can become part of the basis for necessary reforms and policy inputs.
2. The City Division of Tayabas underscores the policy; thereby promotes the conduct of research through Project CI-TPAR (Continuous Improvement in Teaching Practices through Research), in consonance with Basic Education Research Agenda (BERA) aiming to recognize and scale up research-enabled practices of exemplary performance to sustain the culture of excellence. Specifically, the participants are expected to:
  - a. conduct classroom-based action research relevant to action research; and
  - b. to improve instruction and learning outcomes, as part of continuous improvement initiatives.
3. Relative to this, this office announces the conduct of a capacity building for School Heads and Research Coordinators in writing classroom-based action research, to be conducted on **March 18-19, 2021**. Select participants shall attend face-to-face, at **Queen Margarette Hotel, Domoit, Lucena City**, and are reminded to observe the minimum health protocol recommended by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, whereas the rest of the teachers shall join through livestreaming at DepED Tayabas City Schools Division.
4. Travel allowance, incidental expenses and the registration fee amounting to one thousand two hundred pesos (**PhP 1,200.00**) per pax, to cover food, materials, and venue, of the select participants who shall attend face-to-face, are chargeable against MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
5. Participants to attend the face-to-face sessions are required to pre-register at <https://tinyurl.com/CBActionResearch-F2F>, while online participants at <https://tinyurl.com/CBActionResearch-Online>, on or before March 15, 2021.



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6. Attached are Enclosure 1 – Program Matrix, Enclosure 2 – List of Participants for Face-to-Face Sessions, Enclosure 3 – Technical Working Group with Terms of Reference.
7. Widest dissemination and strict compliance of this Memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

Enc. As stated.



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Enclosure 1

**PROGRAM MATRIX**  
CAPACITY-BUILDING OF SCHOOL HEADS AND SCHOOL RESEARCH  
COORDINATORS IN WRITING CLASSROOM-BASED ACTION RESEARCH  
**March 18-19, 2021**

**Day 1**

Time	Activity/Session
7:00 – 8:00	Registration
8:00 – 8:45	Opening Program
8:45 – 9:00	Pre-Test
9:00 – 10:00	Session 1: Priming, Activity, and Analysis Joseph Jay U. Aureada Workshop
10:00 – 10:30	HEALTHY BREAK
10:30 – 12:00	Continuation of Session 1 workshop Presentation of Outputs from 2 participants
12:00 – 1:00	LUNCH BREAK
1:00 – 2:30	Session 2: Title Page, Context & Rationale Workshop Presentation of Outputs from 2 participants
2:30 – 3:00	HEALTHY BREAK
3:00 – 4:30	Session 3: Innovation, Intervention, & Strategy, and Action Research Questions Workshop Presentation of Outputs from 2 participants

**Day 2**

Time	Activity/Session
7:00 – 8:00	Arrival
8:00 – 8:45	Management of Learning (MOL)
8:45 – 10:00	Session 4: Action Research Methods Workshop
10:00 – 10:30	HEALTHY BREAK
10:30 – 12:00	Continuation of Session 4 workshop Presentation of Outputs from 2 participants
12:00 – 1:00	LUNCH BREAK
1:00 – 2:30	Session 5: Discussion of Results and Reflection
2:30 – 3:00	HEALTHY BREAK
3:00 – 4:30	Harmonization of the outputs from the different sessions
4:15 – 4:30	Post-Test
4:30 – 5:00	Closing Program



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**LIST OF PARTICIPANTS (Face-to-Face)**  
**CAPACITY-BUILDING OF SCHOOL HEADS AND SCHOOL RESEARCH**  
**COORDINATORS IN WRITING CLASSROOM-BASED ACTION RESEARCH**  
**March 18-19, 2021**

<b>School</b>	<b>Research Coordinators</b>	<b>SEX</b>	<b>School Heads</b>	<b>SEX</b>
Alsam ES	John Menard R. Lavadia	M	Baby Lyn Olandes	M
Busal ES	Arlyn V. Sumilang	F	Adrian N. Naynes	M
Dapdap IHS	Jean Rose S. Gonzaga	F	Cherry G. Hugo	F
Domoit ES	Jaymark C. Pabelonia	M	Ingrid A. Palad	F
East Palale ES	Noela V. Cabuyao	F	Corazon M. Oabel	F
Eugenio Francia ES	Kelvin John B. Padera	M	Larvin O. Labrada	M
F.E. Lopez ES	Garry S. Villaverde	M	Girly G. Abaricia	F
Gibanga ES	Luzviminda S. Cabile	F	Alona C. Crisanto	F
Ilasan ES	Maria Rosele S. Javin	F	Teresa E. Andaya	F
Ipilan-Alitao ES	Erhane C. Durante	F	Leonora L. De Rama	F
Kalumpang ES	May Ester M. Rubio	F	Waldymar E. Pasacsac	M
Katigan-Alupay ES	Cherie Joy T. Villanueva	F	Arlene D. Pagana	F
Lakawan ES	Glenda A. Capistrano	F	Natalia G. Andaya	F
Lalo ES	Mary Joy A. Edreza	F	Luz A. Pacaigue	F
Lawigue ES	Anna Monica P. Bautista	F	Rowena O. Sabiduria	F
Malao-a/Calantas ES	Katrena M. Obis	F	Alita C. Rodriguez	F
Masin ES	Kaye J. Ordillano	F	Roderick O. Hugo	M



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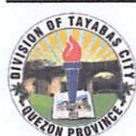
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Mate ES	Kris Anne A. Capistrano	F	Jeffrey G. Dimailig	M
North Palale ES	Sarah Jane C. Romero	F	Wenefredo B. Baylongo	M
Pandakake ES	Shiela May S. Balamban	F	Lorynel C. De Sagun	F
Potol ES	Marie Grace R. Tiosan	F	Cecilia R. Pingol	F
South Palale ES	Elzen Joy V. Veranga	F	Julieta M. Labita	F
Tayabas East CS	Jeric L. Cabriga	M	Joy B. Go	F
TWCS I	Christine V. Cabuyao	F	Ronan R. Ranillo	M
TWCS II	Raquel V. Merano	F	Lea A. Cosico	F
TWCS III	Arcedel R. Pagana	M	Dennis O. Labita	M
TWCS IV	Roshayne V. Marcellana	F	Leah C. Clado	F
Valencia ES	Karmela A. Veluz	F	Aldwin V. Capistrano	M
Wakas ES	Chesette O. Pagana	F	Elpidia C. Palayan	F
West Palale ES	Raquel H. Reyes	F	Honesto C. Caagbay Jr.	M
West Palale NHS	Montano L. Agudilla Jr.	M	Evelyn R. Palambiano	F
RQMNHS	Anna Joy C. Asilo	F	Michael M. Safred	M
Luis Palad IHS	Maria Teresa T. Abesamis	F	Dr. Gener C. de los Reyes	M
Buenaventura Alandy NHS	Michael Leonard D. Lubiano	M	Mary Grace M. Cabili	F



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**SDO Personnel**

No.	NAME	POSITION	SEX
1	Imelda C. Raymundo	CID Chief	F
2	Joseph Jay U. Aureada	EPS – EsP	M
3	Christian J. Bables	EPS – Filipino	M
4	Sancho C. Calatrava	EPS – AP	M
5	Jerome A. Chavez	EPS – Mathematics	M
6	Louie L. Fulleo	EPS – TLE	M
7	Mildred Z. Galleno	EPS-Kinder, SPED.ALS	F
8	Sherwin C. Quesea	EPS – MAPEH	M
9	Richelle F. Quintero	EPS – English	F
10	Georgia P. Talabong	EPS – Science	F
11	Generosa F. Zubieta	EPS – LRMS	F
12	Fideliza V. Lucas	SEPS – HRTD	F
13	Maria Corazon A. Borbon	SEPS – M&E	F
14	Luzviminda E. Saldaña	EPS – HRTD	F
15	Kendrick C. Cabriga	ITO	M
15	Beatrice Salazar	ADA	F
16	Jayron J. Baer	JO	M



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Enclosure 3

**TECHNICAL WORKING COMMITTEE/ TERMS OF REFERENCE**  
**CAPACITY-BUILDING OF SCHOOL HEADS AND SCHOOL RESEARCH**  
**COORDINATORS IN WRITING CLASSROOM-BASED ACTION RESEARCH**  
**March 18-19, 2021**

**Over all Chairperson:** Aniano M. Ogayon ,CESO V  
**Co- Chairpersons:** Imelda C. Raymundo  
Dr. Edwin R. Rodriguez  
**Lead person for the Event:** Joseph Jay U. Aureada

Committee	Person/s In Charge	Terms of Reference
Program Preparation	Joseph Jay U. Aureada	Plans for the conduct of the program Prepares Project Design Coordinates / consults with the top management on the conduct of the activity Coordinates with the members of the Division CI team
Logistics/Technical	Fideliza V. Luces Luzviminda Saldares	Provide supervision on the activity: venue, food, technical resources and e-certificate Prepare the Division Memorandum
Facilitator	Joseph Jay U. Aureada	Serves as facilitator and coach of the participants Prepares the slide presentations and SLEs Coaches and monitors the Action Research Implementation
Documentation	Richelle F. Quintero	Documents the activities Prepares and submits complete report (narrative report)
QAME	Maria Corazon Borbon	Prepares evaluation tool Conducts M&E and gathers feedback Submits M & E report



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Registration	Generosa F. Zubieta	In-charge of registration and checking of attendance
Support Staff	Beatrice Salazar Jayron Baer	Serve as support staff in the conduct of the activity  Assist in the preparation and printing of needed documents (registration forms, attendance sheets, activity sheets)  Take photos for documentation
Medical Needs	Dra. Connie Sia	Ensures health protocols are observed  Ensures physical well-being of participants



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