



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

17 NOV 2020

DIVISION MEMORANDUM

No. 303 s. 2020

**DIVISION RESEARCH CLINIQUE FOR INFORMATION AND TRANSFORMATION-  
CLINIC 1 (BATCH 2)**

To: OIC - Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Unit/Section  
Heads, Public Elementary and Secondary Schools  
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. 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).
2. Relative to the above mechanisms, select teaching and non-teaching personnel of Schools Division of Tayabas are hereby advised to attend a training-workshop in research, on **November 18 and 23, 2020**, on a virtual platform, that specifically aims to:
  - a. assist participants in initiating their research studies;
  - b. mentor them in writing the parts of the research works; and
  - c. provide an avenue and opportunity for the enthusing researchers to use their craft in sharing information and experiences among themselves for personal and professional growth.
3. Participants are advised to log in before 8:00 AM. The link to be used is: [meet.google.com/inx-homc-gpk](https://meet.google.com/inx-homc-gpk).
4. Attached are the Enclosure 1 Program Matrix, Enclosure 2 List of Participants, Enclosure 3 Technical Working Committee (TWC), with their respective Terms of Reference.
5. Wide dissemination and strict compliance of this memorandum is desired.

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

Enc. As stated.



Brgy. PotoI, Tayabas City



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Enclosure 1 Program Matrix

**DIVISION RESEARCH CLINIQUE FOR INFORMATION AND TRANSFORMATION-  
CLINIC 1 (BATCH 2)  
November 18 and 23, 2020**

| TIME/ DAY    | Day 1 (Nov. 18)                                                                                                                                      | Day 2 (Nov. 23)                                                                                               |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 7:30 – 8:00  | Attendance/Roll Call                                                                                                                                 |                                                                                                               |
| 8:00 – 8:30  | Opening Program                                                                                                                                      | Management of Learning                                                                                        |
| 8:30 – 9:00  | Setting of Expectations<br>Statement of Purpose<br><b>Ms. Luzviminda E. Saldares</b><br>Inspirational Message<br><b>SDS Aniano M. Ogayon, CESO V</b> | 8: 30 – 9:30<br>Lecture 4<br>Methodology and Workplan<br>Preparation<br><b>Dr. Leonard Michael D. Lubiano</b> |
| 9:00 – 9:30  | Orientation:<br>Basic Education Sector Research<br>Agenda<br>Research Management Guidelines<br><b>Dr. Edwin R. Rodriguez</b>                         |                                                                                                               |
| 9:30 – 10:30 | Lecture 1<br>Identification of classroom issue<br>and intended intervention<br><b>Dr. Christian Bables</b>                                           | Workshop 4<br><br><b>Dr. Leonard Michael D. Lubiano</b>                                                       |
| 10:30-10:45  | HEALTHY BREAK                                                                                                                                        |                                                                                                               |
| 10:45-12:00  | Workshop 1<br><br><b>Dr. Christian Bables</b>                                                                                                        | Lecture 5<br>Data Analysis<br>and Presentation<br><b>Ms. Jovie B. Daelo</b>                                   |
| 12:00 – 1:00 | LUNCH BREAK                                                                                                                                          |                                                                                                               |
| 1:00-2:00    | Lecture 2<br>Review of Related Literature/ APA 7 <sup>th</sup><br>Edition Referencing<br><b>Ms. Regicelle D. Cabaysa</b>                             | Workshop 5<br><br><b>Ms. Jovie B. Daelo</b>                                                                   |
| 2:00 – 3:00  | Workshop 2<br><br><b>Ms. Regicelle D. Cabaysa</b>                                                                                                    | Continuation of Workshops                                                                                     |
| 3:00 – 3:15  | HEALTHY BREAK                                                                                                                                        |                                                                                                               |
| 3:00 – 4:00  | Lecture 3<br>Formulation of general<br>and specific objectives<br><b>Dr. Joseph Jay Aureada</b>                                                      | BERF Proposal Preparation<br>Orientation<br><br><b>Ms. Luzviminda E. Saldares</b>                             |
| 4:00 – 5:00  | Workshop 3<br><br><b>Dr. Joseph Jay Aureada</b>                                                                                                      | 4:00 – 4:30<br>Closing Remarks/Challenge<br><br><b>ASDS Maylani L. Galicia</b>                                |



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## Enclosure 2 List of Participants

**DIVISION RESEARCH CLINIQUE FOR INFORMATION AND TRANSFORMATION-  
CLINIC 1 (BATCH 2)****November 18 and 23, 2020**

| NAME                       | OFFICE / SCHOOL          | SEX |
|----------------------------|--------------------------|-----|
| ANIANO M. OGAYON, CESO V   | SDO                      | M   |
| MAYLANI L. GALICIA         |                          | F   |
| EDWIN R. RODRIGUEZ         |                          | M   |
| IMELDA C. RAYMUNDO         |                          | F   |
| JOSEPH JAY U. AUREADA      |                          | M   |
| CHRISTIAN J. BABLES        |                          | M   |
| GEORGIA P. TALABONG        |                          | F   |
| LUZVIMINDA E. SALUDARES    |                          | F   |
| FEREX O. ZAFRANCO          |                          | F   |
| KATHLEEN J. DAZO           |                          | F   |
| ANNE LIMBO                 |                          | F   |
| MA. JOBELLE MALIJAN        |                          | F   |
| LEONARD MICHAEL D. LUBIANO | BANHS                    | M   |
| REGICELLE D. CABAYSA       | LPIHS                    | F   |
| JOVIE B. DAELO             |                          | F   |
| SIGRID TIBORDO             | DAPDAP INTEGRATED SCHOOL | F   |
| NERISSA CABLAIDA           |                          | F   |
| KRISYL ORACION             |                          | F   |
| JANE NANTES                |                          | F   |
| LUISA CAPISTRANO           |                          | F   |
| JEANROSE GONZAGA           |                          | F   |
| JASMIN FLORES              |                          | F   |
| LA TRISHA DALIT            |                          | F   |
| MARICAR UMBRETE            |                          | F   |
| NERISSA GAELA PASATIEMPO   |                          | F   |
| ARLENE POLINTAN            |                          | F   |
| JOANE GALAPATI             |                          | F   |
| EMILY CAMIL FLORES         |                          | F   |
| GENEVEE-LYN L. RANILLO     |                          | F   |
| TRACY RAGUDO               | DOMOIT ES                | F   |
| ANGELINE TAGUN             |                          | F   |
| JAYMARK PABELONIA          |                          | M   |
| IMELDA ZARSADIAS           |                          | F   |
| GINA SAMONTE               |                          | F   |
| JERWIN J. ROSARIO          | EAST PALALE ES           | M   |
| PRISCILLA Z. INFANTE       |                          | F   |
| NOELA V. CABUYAO           |                          | F   |
| MYRAH T. CABUYAO           |                          | F   |
| SHIRLEY G. VILLA           |                          | F   |



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|-----------------------------|-----------------------------|---|
| LARVIN O. LABRADA           | EUGENIO FRANCIA ES          | M |
| KELVIN JOHN B. PADERA       |                             | M |
| JO ANN N. LUNA              |                             | F |
| ROMNICK E. LAGUARTILLA      |                             | M |
| LYRA R. NAÑEZ               |                             | F |
| SAMIA JOY RASAY             |                             | F |
| TESSA KRISTNA TORIO         |                             | F |
| LYZA RABO                   |                             | F |
| JULIET VILLARIA             |                             | F |
| KATRINA PAULA ZAIDE         | GIBANGA ES                  | F |
| LUZVIMINDA CABILE           |                             | F |
| LEUVIN NAYNES               |                             | M |
| LESLIE EDRAD                |                             | F |
| DIANA CRISANTO              |                             | F |
| ALONA CRISANTO              |                             | F |
| JOHN BENEDICT M. AGUERRA    | ILASAN ES                   | M |
| TERESA E. ANDAYA            |                             | F |
| ARLENE D. PAGANA            |                             | F |
| CHERIE JOY T. VILLANUEVA    | KATIGAN-ALUPAY ES           | F |
| GLENDA A. CAPISTRANO        |                             | F |
| GLENDA CASTILLO             |                             | F |
| LARMEN JOY S. MALTO         | LAKAWAN ES                  | F |
| NORIAN PADUA                |                             | F |
| ROCELLE OBCIANA             |                             | F |
| ALITA RODRIGUEZ             | MALAO-A / CALANTAS ES       | F |
| SHIELA MAY BALAMBAN         |                             | F |
| RHONA REYES                 | PANDAKAKE ES                | F |
| JAYSON G. ABANADO           |                             | M |
| RONAN THADDEUS DELOS SANTOS | ROSARIO QUESADA MEM. NHS    | M |
| JEANE PAULINE OABEL         |                             | F |
| KRISTEL JOYCE O. CABUYAO    |                             | F |
| ALLAN IMMANUEL ORTIZ        |                             | M |
| MARIA PAULA TALAVERA        |                             | F |
| MONINA GRACE VILLA          |                             | F |
| EDMAR RADA                  | BANHS                       | M |
| JERWIN ARPIA                |                             | M |
| MICHELLE ANNE ACESSOR       |                             | F |
| VENUS YAGYAGAN              |                             | F |
| KIM GERALD MENDOZA          |                             | M |
| JORICE HARI                 |                             | F |
| ELZEN JOY V. VERANGA        | SOUTH PALALE ES             | F |
| LEANIE R. CABUYAO           |                             | F |
| ROWENA E. CABALSA           | TAYABAS EAST CENTRAL SCHOOL | F |

|                          |                                  |   |
|--------------------------|----------------------------------|---|
| JOYCE RENNETH M. CABANAS |                                  | F |
| MARIA LYRA H. TABERNILLA |                                  | F |
| LAURICE P. DE ASIS       |                                  | F |
| GRACE L. QUINTUA         |                                  | F |
| RONALD O. HUGO           |                                  | M |
| JERIC L. CABRIGA         |                                  | M |
| JOAN JOY J. ECLARIN      |                                  | F |
| ANA CALABANO             |                                  | F |
| JERIC L. CABRIGA         |                                  | M |
| HAZEL FRANCES PREDILLA   | TAYABAS WEST CS I                | F |
| ROSHAYNE V. MARCELLANA   |                                  | F |
| RENIEL C. RANILLO        |                                  | M |
| JESSELE L. OBIS          | TAYABAS WEST CS IV               | F |
| CHERRY E. PALAMBIANO     |                                  | F |
| WILLIAM V. RONDILLA      |                                  | M |
| ALDWIN V. CAPISTRANO     |                                  | M |
| KARMELA A. VELUZ         | VALENCIA ES                      | F |
| MA. MAGDALENA L. NAÑEZ   |                                  | F |
| RAQUEL H. REYES          |                                  | F |
| LEANNE O. PORNELA        | WEST PALALE ES                   | F |
| MONTANA AGUDILLA         |                                  | M |
| JOHNCENT TOBORDO         | WEST PALALE NATIONAL HIGH SCHOOL | M |

Enclosure 3 TECHNICAL WORKING COMMITTEE/ TERMS OF REFERENCE

**DIVISION RESEARCH CLINIQUE FOR INFORMATION  
AND TRANSFORMATION-CLINIC 1 (BATCH 2)  
November 18 & 23, 2020**

**Over all Chairperson:** Aniano M. Ogayon, CESO V  
**Co- chairpersons:** Maylani L. Galicia  
Dr. Edwin R. Rodriguez

| Committee                      | Person/s In-charge                                                                                                                                                            | Terms of Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L&D Management                 | Fideliza V. Lucas,<br>Luzviminda E. Saldares                                                                                                                                  | <ul style="list-style-type: none"> <li>Plan the conduct of the program</li> <li>Prepare Training Design and Training Package</li> <li>Coordinate with Top Management regarding the activity</li> <li>Manage the conduct of L&amp;D.</li> <li>Gather data and information and analyze come up with recommendations for endorsement to SGOD Chief.</li> <li>Monitor and evaluate the conduct of L&amp;D and analyze data gathered from QATAME</li> <li>Prepare and submit complete report (narrative report) to SGOD Chief</li> </ul> |
| Planning                       | Marife R. Lagar                                                                                                                                                               | <ul style="list-style-type: none"> <li>Plot the schedule of the activity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Resource Speakers/Facilitators | Dr. Edwin R. Rodriguez,<br>Joseph Jay Aureada,<br>Christian Bables,<br>Luzviminda E. Saldares,<br>Regicelle D. Cabaysa,<br>Michael Leonard D. Lubiano,<br>Jovie B. Daelo<br>, | <ul style="list-style-type: none"> <li>Lead the discussion of topics</li> <li>Facilitate workshop</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |



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|------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Logistics/Certificate        | Jerome Javin                               | <ul style="list-style-type: none"> <li>• Prepares logistics and other resources needed in the implementation of the learning and Development</li> <li>• Prepares the Certificate</li> </ul>                                                                                                                                                                                                                                   |
| Technical                    | Jayron Baer                                | <ul style="list-style-type: none"> <li>• Prepares/ collects and take charge in playing audio-visual presentations and material to be used during the activity.</li> <li>• Manages unexpected system glitches</li> </ul>                                                                                                                                                                                                       |
| QAME                         | Maria Corazon Borbon                       | <ul style="list-style-type: none"> <li>• Prepares evaluation tool and conducts QATAME and gathers feedback</li> </ul>                                                                                                                                                                                                                                                                                                         |
| Moderator                    | Luzviminda E. Saldares                     | <ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Hosts the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>• Present Agenda outline</li> <li>• Discuss relevant session protocol.</li> <li>• Moderate Q&amp;A sessions</li> <li>• Close out training-workshop</li> </ul> </li> </ul> |
| Budget and Finance Committee | Benjamin Millares<br>&<br>Agnes M. Luzadas | <ul style="list-style-type: none"> <li>• Ensure the availability of fund</li> <li>• Allocate fund when appropriate</li> <li>• Provide oversight fiscal management and guidance in the conduct of the workshop</li> </ul>                                                                                                                                                                                                      |
| Support Staff                | Kevin Ramiro                               | <ul style="list-style-type: none"> <li>• Assists in-charge of logistics in the provision of food, supplies, etc.</li> <li>• Ensures that the training venue is safe and that participants strictly adhere to minimum health standards</li> </ul>                                                                                                                                                                              |