



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

1215W-004
15 DEC 2020

DIVISION MEMORANDUM

No. 344 s. 2020

**REVIEW OF RESEARCH PRACTICE AND GUIDELINES CUM PLANNING
TOWARDS CONTINUOUS IMPROVEMENT**

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 face-to-face training-workshop, on **December 21-22, 2020**, that aims to make an evaluation of the current research practice and revisit of existing guidelines relative to research, to craft a localized policy, and plan for future research activities for continuous improvement, that specifically aims to:
 - a. craft a localized policy to help establish a research culture in the school and in the Division; and
 - b. craft an action and implementation plan for increased research productivity to improve teaching-learning practices.
3. Participants are advised to be at the **SDO Main Building before 8:00 AM** and prepared to observe health protocols.
4. Attached are the Enclosure 1 Program Matrix, Enclosure 2 List of Participants, and 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. OCAYON, CESO V
Schools Division Superintendent

Enc. As stated.



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Enclosure 1

Program Matrix

REVIEW OF RESEARCH PRACTICE AND GUIDELINES CUM PLANNING TOWARDS CONTINUOUS IMPROVEMENT December 21-22, 2020

Day 1	Day 2
<p>8:00 – 8:30</p> <p>Opening Program Rationale and Objectives Levelling of Expectations Luzviminda E. Saludaes</p>	<p>8:00 – 8:30</p> <p>Management of Learning</p>
<p>8:30 – 9:30</p> <p>Presentation of Research Activities (with findings) for the last 3 years Luzviminda E. Saludaes</p>	<p>8:30 – 9:00</p> <p>Presentation of template for action plan and implementation plan/ setting of direction for Day 2/ Groupings</p> <ul style="list-style-type: none"> • On school level • On Division Level <p>Facilitator: Luzviminda E. Saludaes</p>
<p>9:30 – 10:00 – Healthy Break</p>	<p>9:00 – 10:00 Workshop</p>
<p>10:00 -12:00</p> <p>Presentation of Guidelines that affect research productivity</p> <ul style="list-style-type: none"> • Research Management Guidelines (15 minutes) – Dr. Edwin R. Rodriguez • On Special Education Fund (SEF) – (30 minutes – AO Conrado C. Gabarda • On Results-Based Performance System – (30 minutes) – PO Marife Lagar • On Monitoring and Evaluation – (15 minutes) – Maria Corazon A. Borbon 	<p>10:00 – 10:30 – Healthy Break</p> <p>10:30 – 12:00 Continuation of Workshop</p>
<p>12:00 – 1:00 – Lunch Break</p>	



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1:00 – 1:30 Synthesis of Presentation/Harmonization of Guidelines Luzviminda E. Saludaes	1:00 – 3:00 Continuation of Workshop
1:30 – 2:00 Brainstorming how to go about policy formulation based on the review of practice and existing guidelines Facilitator: Luzviminda E. Saludaes	3:00-3:30 Healthy Break
2:00 – 4:00 Workshop on the preparation of documents	3:30 – 4:30 Presentation of Outputs
4:00 – 5: 00 Presentation of Initial Outputs	4:30 – 5:00 Synthesis of Presentations/Ways Forward

Enclosure 2

List of Participants

**REVIEW OF RESEARCH PRACTICE AND GUIDELINES CUM PLANNING
TOWARDS CONTINUOUS IMPROVEMENT
December 21-22, 2020**

	NAME	Designation/School/Office	SEX
1	ANIANO M. OGAYON, CESO V	Assistant Schools Division Superintendent	M
2	MAYLANI L. GALICIA	Schools Division Superintendent	F
3	EDWIN R. RODRIGUEZ	SGOD Chief/SDO	M
4	IMELDA C. RAYMUNDO	CID Chief/SDO	F
5	CONRADO C. GABARDA	AO V/SDO	M
6	LUZVIMINDA E. SALUDARES	Education Program Specialist II/SDO	F
7	JOSEPH JAY AUREADA	Education Program Supervisor/SDO	M
8	GEORGIA TALABONG	Education Program Supervisor/SDO	F
9	CHRISTIAN BABLES	Education Program Supervisor/SDO	M
10	JEROME CHAVEZ	Education Program Supervisor/SDO	M
11	MARIA CORAZON A. BORBON	Senior Education Program Specialist/SDO	F
12	MARIFE LAGAR	Planning Officer III/SDO	F
13	MICHAEL LEONARD LUBIANO	Master Teacher I /BANHS	M
14	MARVIN ROSALES	Head Teacher III/LPIHS	M
15	ELSA ISAGA	Teacher III/LPIHS	F
16	JOHNCENT ROY C. TIBORDO	Teacher III/WPNHS	M
17	MONTANO AGUDILLA JR.	Teacher II/WPNHS	M
18	GARRY VILLAVERDE	Master Teacher II/FELES	M
19	ZENAIDA MORENO	Teacher III/LPIHS	F
20	JOSEPHINE B. RAMOS	Head Teacher III/LPIHS	F
21	LAARNI LACHICA	Master Teacher I/LPIHS	F
22	JOSEPHINE P. DE CASTRO	Master Teacher II/LPIHS	F
23	JOE VICTORIA B. DAELO	Teacher II/LPIHS	F
24	LARVIN O. LABRADA	Head Teacher I/EFES	M
25	GLECY C. PENIDA	Teacher III/LPIHS	F
26	SIGRID F. TIBORDO	Teacher II/LPIHS	F
27	GRACE R. TIOSAN	Teacher III/Potol ES	F
28	MYRA C. RAMIRO	Teacher I/Potol ES	F
29	MYRA G. FLORES	Master Teacher I /BANHS	F
30	MARIBETH EGUIA	Teacher III/Ipilan-Alitao	F
31	REMPSON SUMILANG	Master Teacher I /BANHS	M
32	JOEL DELA CRUZ	Master Teacher I /BANHS	M
33	REGICELLE CABAYSA	Master Teacher I /BANHS	F
34	REYMART P. VILLAPEÑA	Teacher I/WPNHS	M



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35	JEROME JAVIN	ADA II/JO/SDO	M
36	JAYRON BAER	ADA III/JO/SDO	M
37	KEVIN RAMIRO	ADA II/JO/SDO	M

Enclosure 3

**REVIEW OF RESEARCH PRACTICE AND GUIDELINES CUM PLANNING
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Committee	Person/s In-charge	Terms of Reference
L&D Management	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Plan the conduct of the program • Prepare Training Design and Training Package • Coordinate with Top Management regarding the activity • Manage the conduct of L&D. • Gather data and information and analyze come up with recommendations for endorsement to SGOD Chief. • Monitor and evaluate the conduct of L&D and analyze data gathered from QATAME • Prepare and submit complete report (narrative report) to SGOD Chief
Planning	Marife R. Lagar	<ul style="list-style-type: none"> • Plot the schedule of the activity.
Resource Speakers/Facilitators	Dr. Edwin R. Rodriguez, Conrado C. Gabarda, Marife R. Lagar, Maria Corazon A. Borbon, Luzviminda E. Saldares	<ul style="list-style-type: none"> • Lead the discussion of topics • Facilitate workshop



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