



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 July 2025

DIVISION MEMORANDUM

No. **456** s. 2025

CONDUCT OF DIVISION CAPACITY-BUILDING ON RESEARCH IMPLEMENTATION, DISSEMINATION AND UTILIZATION

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

1. With reference to **DepEd Order No. 16, s. 2017** titled **Research Management Guidelines** which provides a comprehensive research guide and **Division Memorandum No. 457, s. 2024** titled **Revised Division Research Management Guidelines**, which reiterates the activities relevant to Research Management Cycle, and anchored on SDO Tayabas City's **CREST (Collaboration for Research Empowerment, Sustainability and Transformation)** this Office informs all concerned of the conduct of **Division Capacity Building on Research Implementation, Dissemination and Utilization** on **July 31 to August 1, 2025** at **MI Sevilla Resort Brgy. Domoit Lucena City**.

2. The capacity-building aims to:

- enhance the participants' foundation in the ethical considerations and best practices in educational research production and dissemination;
- equip participants with the skills necessary to present research findings in a variety of formats, such as research papers and presentations for diverse audiences including educators, policy makers and stakeholders;
- encourage the application of research findings in practical educational settings, enhancing the relevance and impact of research in addressing real-world educational challenges; and
- cultivate an appreciation for the value of research in advancing the field of education, promoting a culture of continuous learning and inquiry.

3. Participants in the said activity are select researchers (teachers and school heads), designated research coordinators of schools, select officers of the Association of Researchers in Tayabas City (ART), select non-teaching personnel, and Schools Division Research Committee evaluators, members and secretariat.

4. School heads and teacher-participants are expected to implement DepEd Order No. 09, s. 2005 – Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, to ensure no disruption of classes.

5. Expenses for the meals and venue, shall be charged against HRD Fund. Transportation and incidental expenses of participants may be charged against the

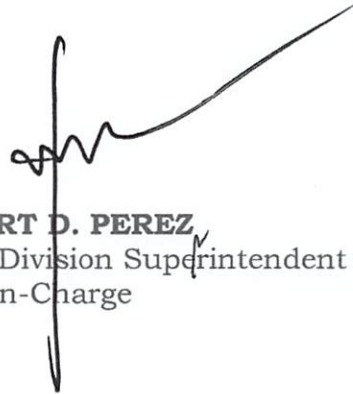
school MOOE or other available local funds, subject to usual accounting and auditing rules and regulations.

6. Please see attached Enclosure 1 - List of Participants, Enclosure 2 – Training Matrix, and Enclosure 3 – Program Management Team.
7. Clarifications and queries shall be coordinated with Ms. Regicelle D. Cabaysa, OIC-Senior Education Program Specialist for Planning and Research through email tayabascity.sgod.prs@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order No. 16, 2017

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH IMPLEMENTATION

SGOD- conduct of division capacity-building on research implementation, dissemination and utilization
SGO9BPC9-003151/July 14, 2025

Enclosure 1 - List of Participants

	NAME	POSITION/DESIGNATION	SCHOOL/OFFICE
1	JOHN MENARD LAVADIA	Teacher III	Alsam IS
2	RICHARD M. MIRAFLORES	Teacher I	Busal IS
3	SHIRLEY G. VILLA	Teacher III	East Palale ES
4	BENEDICT M. AGUERRA	Master Teacher I	Ilasan IS
5	JEROME D. ORNEDO	SNED Teacher I	Katigan-Alupay ES
6	GLENDA A. CAPISTRANO	Master Teacher I	Lakawan ES
7	WALTER R. PAGANA	Master Teacher I	Lawigue ES
8	JECCEL C. DEGRAN	Teacher II	Masin ES
9	AKEEM ARON P. VALDEAVILLA	Teacher III	Mate IS
10	MYRAH T. CABUYAO	Teacher III	North Palale ES
11	JESS AWA	Teacher I	Pandakake IS
12	VIOLETA P. BUNZO	Teacher III	South Palale ES
13	JOAN JOY T. ECLARIN	Teacher III	Tayabas East CS
14	KARMELA A. VELUZ	Teacher I	Valencia ES
15	CHARLYN C. AMPARO	Master Teacher I	Cipriniano Querubin (Wakas ES)
16	LOREGEN GAPASANGRA	Teacher II	West Palale ES
17	FITZ JAMES J. LAVADIA	Master Teacher I	Eugenio Francia IS
18	ANGELINE R. TAGUN	Teacher III	Domoit ES
19	JULIET V. RECTO	Teacher II	Gibanga ES
20	MARIBETH R. EGUIA	Master Teacher I	Ipilan-Alitao ES
21	NOELA ALITA V. CABUYAO	Master Teacher I	Froilan E. Lopez ES
22	ARCEDEL R. PAGANA	Master Teacher I	Kalumpang ES
23	MAK JAY T. PABELONIA	Teacher II	Lalo ES
24	ANJELLO R. PAGDONSOLAN	Teacher I	Malao-A/Calantas ES
25	GAILANI L. MIRANDA	Teacher III	Potol ES
26	RYAN CHESTER MANZANARES	Master Teacher I	Tayabas West CS I
27	RAQUEL VALLENO	Teacher III	Tayabas West CS II
28	PATRICK S. BACERA	Teacher II	Tayabas West CS III
29	ROSHAYNE V. MARCELLANA	Teacher II	Tayabas West CS IV
30	MARVIN J. ROSALES	Head Teacher IV	Luis Palad IHS
31	ALISON T. POTESTADES	Teacher II	Rosario Quesada INHS
32	ALEA SUZANNE VILLANUEVA	Special Science Teacher I	West Palale NHS
33	VIRGILIO JAO JR	Master Teacher I	Buenaventura Alandy NHS
34	JOHN MICHAEL G. LOSAÑEZ	Special Science Teacher I	Dapdap Integrated School
35	SHERWEN T. FERRERAS	Teacher II	Mayuwi IS
36	JOEL BREGONDO	Teacher III	Tayabas City NHS
37	JENA N. ALONER	Teacher I	Talolong IS

39	HAIZEL P. REYES	Teacher II	Dapdap Integrated School
40	ANNA JOY ASILO	Teacher III	Rosario Quesada INHS
41	JEAN ROSE S. GONZAGA	Teacher III	TWCS II
42	REYNAN P. NADERA	Master Teacher I	LPIHS
43	MYRA G. FLORES	Master Teacher I	Buenaventura Alandy NHS
44	HONESTO P. CAAGBAY JR	School Principal I	Kalumpang ES
45	NATALIA A ANDAYA	School Principal II	TWCS III
46	GERALDINE M. CONSTATINO	ASP I	Luis Palad IHS
49	LARVIN D. LABRADA	School Principal I	Lakawan ES
50	MARICEL L. ABELLA	Master Teacher I	Luis Palad IHS
51	REYMART D. VILLAPEÑA	Teacher III	West Palale NHS
52	LEA A. COSICO	School Principal II	TWCS III
53	ALONA C. CRISANTO	School Principal III	Ipilan-Alitao ES
54	EMELIA R. ECLARIN	ASP II/OIC-School Head	Eugenio Francia IS
55	MICHAEL M. SAFRED	School Principal I	Ilasan IS
56	EVELYN R. PALAMBIANO	School Principal II	Mate ES
57	ARJOY C. DEMANDANTE	ADAS III	SDO Tayabas City
58	ELOISA JOY P. HERERRA	ADAS III	SDO Tayabas City
59	MARK BRYAN VALENCIA	ITO	SDO Tayabas City
60	LAILANI T. OMLAS	Nurse II	SDO Tayabas City
61	EDNA E. ECLAVEA	Librarian II	SDO Tayabas City
62	MARILOU A. CUATERO	ADAS III	SDO Tayabas City
63	OLIVE DIVINAGRACIA	ADA VI	SDO Tayabas City
64	ANGELIQUE JOY ESTOLE	ADA VI	SDO Tayabas City
65	IMELDA C. RAYMUNDO	Chief, SGOD	SDO Tayabas City
66	EDWIN R. RODRIGUEZ	Chief, CID	SDO Tayabas City
67	MARIA CORAZON BORBON	Education Program Supervisor	SDO Tayabas City
68	LOUIE L. FULLEDO	Education Program Supervisor	SDO Tayabas City
69	JEROME A. CHAVEZ	Education Program Supervisor	SDO Tayabas City
70	MICHAEL LEONARD LUBIANO	Education Program Supervisor	SDO Tayabas City
71	MARIA CECILIA P. PAGANA	Master Teacher I	Luis Palad IHS
72	MILDRED Z. GALLEN	Education Program Supervisor	SDO Tayabas City
73	LUZVIMINDA CYNTHIA RICHELLE QUINTERO	Education Program Supervisor	SDO Tayabas City
74	CHRISTIAN BABLES	Education Program Supervisor	SDO Tayabas City
75	SHERWIN QUESEA	Education Program Supervisor	SDO Tayabas City
76	JOSEPH JAY AUREADA	Education Program Supervisor	SDO Tayabas City
77	GENEROSA ZUBIETA	Education Program	SDO Tayabas City

		Supervisor	
78	REGICELLE CABAYSA	OIC-SEPS	SDO Tayabas City
79	MARIFE R. LAGAR	PO III	SDO Tayabas City
80	LUZVIMINDA E. SALUDARES	SEPS	SDO Tayabas City
81	MONTANO L. AGUDILLA JR.	SEPS	SDO Tayabas City
82	LA TRISHA R. DALIT	EPS II	SDO Tayabas City
83	TEOFILA A. OCUMIN	EPS II	SDO Tayabas City
84	JOAN KATHLEEN M. TALABONG	EPS II	SDO Tayabas City
86	ARIEL C. CABUYAO	PDO II	SDO Tayabas City
86	NICOLE MAY L. LUMANGLAS	PDO I	SDO Tayabas City
87	ERMELO T. ESOBIÑAS	PDO II	SDO Tayabas City
88	JEROME A. JAVIN	ICT	SDO Tayabas City
89	ERMELO T. ESOBIÑAS	PDO II	SDO Tayabas City
90	JEROME A. JAVIN	ICT	SDO Tayabas City

Enclosure 2 - Training Matrix

Day 1

Time	Duration	Session	Resource Person
8:00 -8:45	45 m	Opening Program/Preliminaries Levelling of Expectations	PMT
8:45 – 9:45	1h	Updates on Research Management	Regicelle D. Cabaysa OIC-SEPS, Planning & Research
9:45-10:00	15 m	Health Break	
10:00 -12:00	2h	Session 1: Navigating Research Ethics in Scholarly Practice	Dr. Leomar (Mia) C. Miano Faculty, CABHA SLSU
12:00 – 1:00	1h	Lunch Break	
1:00 – 2:00	1h	Continuation of Session 1	Dr. Leomar (Mia) C. Miano Faculty, CABHA SLSU
2:00 - 3:00	1h	Session 2: Familiarizing the Regional Research Writing Guidelines	Regicelle D. Cabaysa OIC-SEPS, Planning & Research
3:00 – 3:15	15m	Health Break	
3:15 – 4:45	1h, 30 m	Understanding the Process of Copyright Registration and Application for Publication through ISBN	Dr. Michael Leonard D. Lubiano Education Program Supervisor
4:45 - 5:00	20m	Open Forum End-of-day Evaluation	PMT

Day 2

Time	Duration	Session	Resource Person
8:00 -8:30	30 m	Management of Learning Recapitulation of Previous Discussions	PMT
8:30 – 9:30	1h	Session 4: Writing Research for Publication	Dr. Nicanor L. Guinto Director, Office of Research Services SLSU
9:30 - 9:45	15 m	Health Break	
9:45 -12:00	1 h	Continuation of Session 4: Writing Research for Publication Workshop	Dr. Nicanor L. Guinto Director, Office of Research Services SLSU
12:00 – 1:00	1h	Lunch Break	
1:00-3:00	2h	Session 5: Utilizing Research Findings in School Setting: The Best Practices	Dr. Jerome Chavez EPS-Mathematics Dr. Joseph Jay U. Aureada EPS-Values Education
3:00-3:15	15m	Health Break	
3:15 -4: 30	1h, 15m	Continuation of Session 5	Dr. Michael Leonard D. Lubiano EPS-Science
4:30-5:00	15m	End-of-day Evaluation Closing Program	PMT

Enclosure 3

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

**Division Capacity-Building on Research Implementation,
Dissemination And Utilization**

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division
Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division
Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers
Learning Manager	Regicelle D. Cabaysa	<ul style="list-style-type: none"> - Leads the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed - Facilitates integration session at the end of the intervention, including preparation of Work Application Plan
Resource Speakers /	Regicelle D. Cabaysa Dr. Leomar (Mia) C. Miano Dr. Michael Leonard D. Lubiano Dr. Nicanor L. Guinto Dr. Jerome Chavez Dr. Joseph Jay U. Aureada	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions

M&E Coordinator	Montano L. Agudilla Jr	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	Jerome A. Javin Arjoy C. Demandante	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery
Secretariat	Marilou C. Cuaterno Adrian R. Aguirre	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in posting and collection of session outputs - Compiles session documents and learning resource materials
Welfare Officer	Lailani T. Omlas	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.)

Logistics Officer	Luzviminda E. Saldares	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program - Leads ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning
Finance Officer/s	Benjie Millares Agnes Luzadas	<ul style="list-style-type: none"> - Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation - Liquidates all fund disbursement and prepares a financial report