



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

07 Sept 2023

DIVISION MEMORANDUM

No. 459 s. 2023

**DIVISION CONFERENCE OF BASIC EDUCATION RESEARCHERS 2023**

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

1. To promote strong culture of research and showcase significant findings of research studies, this office announces the conduct of the **Division Conference of Basic Education Researchers 2023** with the theme "Classroom Teachers and Learning Leaders Impacting Lives Through Research Culture" on **October 5, 2023, 8:00 am – 3:00 pm** on a venue to be announced through a separate memorandum.
2. The conference aims to:
  - a. Enhance the KSA's of school heads and teachers in the conduct of research through participation in the Division-Wide Research Conference;
  - b. Provide an opportunity for the researchers to share their works among the teaching and non-teaching personnel of the Division; and
  - c. Promote a culture of research in all schools in the City Division of Tayabas to improve learning outcome.
3. Participants are all educational leaders and managers, teachers, school heads, education supervisors and other research practitioners in the division.
4. For submission of abstracts, inquiries and other concerns, please access this link: <http://tinyurl.com/researchmanagementsystem20-23> .Deadline of submission is until **September 30, 2023**.
5. Attached is the activity matrix and members of the technical working committee.
6. For clarifications please contact the Division Research Focal, Dr. Jean Rose B. Rabano through [jeanrose.rabano@deped.gov.ph](mailto:jeanrose.rabano@deped.gov.ph) .
7. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>

Encl: As stated  
Reference: Deped Order No. 43 s. 2017  
To be indicated in the Perpetual Index  
under the following subjects:

Research  
Conference

SGOD- division conference of basic education researchers 2023  
None/September 7,2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

**Enclosure 1**

**Division Conference of Basic Education Researchers 2023  
Activity Matrix  
October 5, 2023  
8:00 am- 3:00 pm**

Time	Activity	Resource Speaker/s / Assigned TWG
7:30 – 8:00 am	Registration	Division TWG
8:00 – 8:30 am	Preliminaries	
8:30-10:30 am	Discussion of the Resource Speaker	TBD
10:30-10:45 am	Health Break	
10:45- 12:00 nn	Break out sessions of Oral Research Presenters simultaneous with Poster Presentation	Schools Division Research Committee and Research Presenters
12:00nn-1:00 pm	Lunchbreak	
1:00-2:45 pm	Continuation of Break out sessions of Oral Research Presenters simultaneous with Poster Presentation	Schools Division Research Committee and Research Presenters
2:45-3:00 pm	Awarding and closing program	Division TWG



**Enclosure 2**

**Technical Working Committee (TWC)**

**Over all Chairperson:** **CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

**Co- chairpersons:** **ANTONIO P. FAUSTINO JR.**  
OIC – Assistant Schools Division Superintendent

**IMELDA C. RAYMUNDO**  
SGOD – Chief

**DR. EDWIN R. RODRIGUEZ**  
CID- Chief

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Jean Rose B. Rabano Maria Corazon A. Borbon	<ul style="list-style-type: none"> <li>➤ Prepares Training Design and other Training Package requirements.</li> <li>➤ Prepares and submits activity completion report (ACR).</li> </ul>
Over-all Management including (Logistics) L&D	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>➤ Manages the conduct of L&amp;D.</li> <li>➤ Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>➤ Monitors L&amp;D activities.</li> <li>➤ Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>➤ Leads the debriefing sessions.</li> <li>➤ Prepares memo/advisories.</li> <li>➤ Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul>
QAME	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>➤ Quality Assure the Activity Designs an L&amp;D Package</li> <li>➤ Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>➤ Analyzes harvested feedback and</li> </ul>



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

		recommended solutions and forwards to concerned units/offices. ➤ Distribute Certificate of Participation and Appearance for the session participants with complete attendance and evaluation via email.
Resource Speakers/Facilitators	TBD Division Research Committee	<ul style="list-style-type: none"> <li>➤ Lead/s the discussion of topics</li> <li>➤ Facilitate/s workshop</li> <li>➤ Attend/s engages in the debriefing sessions</li> </ul>
Registration attendance and	Cluster 1 - Jerome A. Chavez  Cluster 2- Michael Leonard D. Lubiano  Cluster 3- Sherwin C. Quesea  Cluster 4- Joseph Jay U. Aureada  Cluster 5- Dr. Edwin R. Rodriguez and Generosa F. Zubieta  Cluster 6- Richelle F. Quintero  Cluster 7- Christian J. Bables  Cluster 8- Louie L. Fulleo  Cluster 9- Mildred Z. Galleno	<ul style="list-style-type: none"> <li>➤ Coordinates and follow-up the preparation and completion of the school's pre-registration and meal attendance</li> </ul>
	Cluster 1- Grasiela L. Hernandez  Cluster 2- Laura Vida Gob	<ul style="list-style-type: none"> <li>➤ Collect and ensure/s that registration and meal attendance sheets are properly and</li> </ul>



	<p>Cluster 3 - Jennelyn Mirandilla</p> <p>Cluster 4 - Arjoy Demandante</p> <p>Cluster 5- Frenalyne Tabernilla</p> <p>Cluster 6 - Nicole May Lagar</p> <p>Cluster 7- Marife R. Lagar</p> <p>Cluster 8- Ariel Cabuyao</p> <p>Cluster 9- Teofila Ocumin</p> <p>Selected SDO Personnel – Ian Ilao</p>	completely accomplished.
ICT and Technical	<p>Jerome A. Javin</p> <p>Mark Bryan Valencia</p>	<ul style="list-style-type: none"> <li>➤ Take/s pictures from the opening until closing programs.</li> <li>➤ Manage/s unexpected system glitches.</li> <li>➤ Assist/s the session facilitators/s</li> </ul>
Certificates	<p>Ian Ilao</p> <p>Arjoy Demandante</p>	<ul style="list-style-type: none"> <li>➤ Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Physical Arrangement	<p>Conrado C. Gabarda</p> <p>Ariel Cabuyao</p> <p>Montano L. Agudilla Jr.</p> <p>Engr. Jaypee Escobar</p>	<ul style="list-style-type: none"> <li>➤ Prepares floor plan for the event</li> <li>➤ Ensures that venue is ready for the event as to the sound system, physical arrangement and seat plan</li> </ul>
First aid / Medical Team	<p>Alelie Padillo</p> <p>Lailani Omlas</p> <p>Mariles Contreras</p>	<ul style="list-style-type: none"> <li>➤ Administers first aid and health services during the event.</li> </ul>
Moderator	<p>Sigrid F.Tibordo</p> <p>Democrito Cabile</p>	<ul style="list-style-type: none"> <li>➤ Coordinates with the Program Proponent regarding the contents and flow of the activity</li> </ul>

		<ul style="list-style-type: none"><li>➤ Host the Opening Program Preliminaries to include the following:</li><li>➤ Present Agenda outline</li><li>➤ Discuss relevant session protocol.</li><li>➤ Moderate Q&amp;A sessions</li><li>➤ Close out conference</li></ul>
--	--	---



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)



<https://depedtayabas.com/>