



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

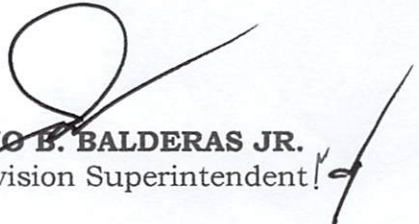
28 July 2025

DIVISION MEMORANDUM
No. **501** s. 2025

**CORRIGENDUM TO DM NO. 426 S. 2025 TITLED CONDUCT OF FRIDAY
RESEARCH AND INNOVATION DAY (FRIDAY) ONLINE SERIES
FOR THE MONTH OF JULY**

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

1. Relative to **Division Memorandum No. 426, s. 2025** titled **Conduct of Friday Research and Innovation Day (Friday) Online Series for the Month of July**, this Office informs the field of the change of schedule from **July 25, 2025** to **July 30, 2025, 3:00 p.m. via Microsoft Office Teams**.
2. All other provisions stated in DM No. 426, s. 2025 remain in effect.
3. For information and guidance.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: Division Memorandum No. 426, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

FRIDAY RESEARCH
INNOVATION DAY

SGOD - corrigendum to dm no. 426 s. 2025 titled conduct of friday research and innovation day
(friday) online series for the month of july
SGO84DHQ-003229/July 28, 2025

Enclosure 1 – Program Management Team

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 in crafting the Program Completion Report
Learning Manager	Regicelle D. Cabaysa	<ul style="list-style-type: none"> - Leads the conduct of the program per session - Ensures that the program is carried out based on the detailed design in collaboration with the research presenters - Prepares and maintains a conducive learning environment by addressing emerging learning needs of participants - Facilitates the discussion/session flow and act as moderator - Ensures that evaluation is conducted and analyzes the results in coordination with the M&E Coordinator
Research Presenter	Montano L. Agudilla Jr. Joan Kathleen T. Brizuela/Jean Rose B. Rabano/Jennifer M. Oestar	<ul style="list-style-type: none"> - Applies effective presentation in the delivery of research output - Prepares PowerPoint presentation of the completed research - Provides expert content input during Question and Answer
M&E Officer	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Assists the Learning Manager in administering and analyzing the results of evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report

Documenter/ Secretariat	La Trisha R. Dalit	<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 - Compiles online session documents and presenters' materials - Prepares certificates for presenters and participants
Logistics Officer	John Marfin N. Tabaquero	<ul style="list-style-type: none"> - Ensures the quality, adequacy and availability of online facilities and resources to support the successful implementation of the program - Establish online platform for the session and troubleshoot technical problems which may arise during the session - Checks that virtual presentation rooms are ready for use and conducive interaction - Ensures that the activity adheres to online ethical considerations

Enclosure 2 – Activity Matrix

Time	Duration	Session	Resource Person
1:00 -1:15	15 m	Opening Program/Preliminaries	PMT
1:15 - 2:15	1h	Discussion of Completed Research 1: Utilization of Folk Songs in Capability-building and Character-building of thr Learners of Music in Hunan Province: Basis for Adoption in Values Education of the Philippines	Montano L. Agudilla Jr. SEPS-SMME Presenter
2:15 -2:30	15m	Question and Answer	Regicelle D. Cabaysa OIC-SEPS/Moderator
2:30- 3:30	15m	Discussion of Completed Research 2: Career Progression of Non-Teaching and Teaching Personnel of Schools Division Offices in Quezon Cluster: Challenges and Implications for Policy Recommendation	Joan Kathleen T. Brizuela, Jennifer M. Oester, Jean Rose B. Rabano Research Presenters
3:30 – 3:45	1h	Question and Answer	PMT
3:45- 4:00	15m	Reminders/Announcements Closing Program	Regicelle D. Cabaysa OIC-SEPS/Moderator