



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

02 August 2024

DIVISION MEMORANDUM
No. 519 s. 2024

2024 QUEZON EDUCATORS' RESEARCH CONVENTION


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

1. In support of DepEd's MATATAG Agenda, the Schools Division of the City of Tayabas in collaboration with the Provincial Government of Quezon, announces the conduct of the 2024 **Quezon Educators' Research Convention (QERC)** with this year's theme, "Empowering Educators: Strengthening Resilience, Building Sustainability through School-Based Research" on **September 8, 2024 (Sunday)** at the **Quezon Convention Center, Lucena City**.
2. The said activity aims to equip teaching and non-teaching personnel with the necessary knowledge, skills, and attitudes on the different areas of research, disseminate crucial education research findings and update school practitioners on the programs and projects of the Provincial Government of Quezon which are pivotal in providing quality, accessible, and relevant education aligned with the Department's MATATAG Agenda.
3. The program of activities is expected to start at 7:30 a.m. Participants must be at the venue as early as 6:00 a.m.
4. Attendance is a must. Employees who may not be able to attend due to unavoidable circumstances are required to send an authorization letter to the claims.
5. The program management team and the participants shall adhere to the minimum health and safety protocols implemented by the Department of Health (DOH).
6. Participants to attend on Sunday shall be given local service credits upon presentation of a signed Daily Time Record (DTR) and certificate of appearance to the school head or head of office, pursuant to the provisions of DO 291, s.2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers) DO 16, s. 2009 (Addendum to DO 291, s. 2008) which states that "where services rendered are in excess of the actual 8-hour work as deemed necessary, service credits may be applied" and DO 05, s. 2024 titled

“rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload.”

7. Attached is the 2024 QERC General Guidelines, Guidelines on the Preparation of Payroll for the Provincial Government’s Cash Allowance for Teaching, Teaching-Related and Non-Teaching Personnel and Indicative Program of Activities.

8. Immediate dissemination of this Memorandum is hereby desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd’s MATATAG Agenda
To be indicated in the Perpetual Index
under the following subject:

EDUCATORS’ RESEARCH
CONVENTION

SGOD – 2024 quezon educators’ research convention
SGO2N49M-001387/ August 2, 2024

Enclosure No. 1

2024 QERC General Guidelines

The following guidelines for the 2024 QERC are provided for the guidance and strict compliance of all participants before, during, and after the program:

1. Arrive and register on time. Do not tag along children, espouses, or any companions who are not on the official List of Participants.
2. Participants who are pregnant or with comorbidities may be exempted as prescribed by their doctor or health professional.
3. Prepare two copies of the attendance Sheet/List of participants (with original signature; submit it to the Registration Committee.
5. Bring DepEd ID and photocopy of any valid ID.
6. Wear WHITE **MATATAG collared shirt** for easy identification.
7. Wear facemask and maintain proper social distancing throughout the duration of the activity.
8. Occupy designated areas only; be guided by the instruction of the Marshalls/DRRM Coordinators.
9. Refrain from making unnecessary noise or movement which may disrupt the resource persons or guest while the program is ongoing.
10. Oral presenters are expected to provide a copy of their research presentations to the EPS II at least three days prior to the Research Convention. Such copies shall be endorsed immediately to the ICT in charge in preparation for the opening program.
11. Poster presenters shall submit an e-copy of their posters to the EPS II at least a week prior to the Research Convention. They shall set up their presentation at the designated area for display an hour before the opening program. A separate Memorandum to announce a virtual technical assistance activity will be issued separately.
12. Participants are expected to listen attentively to the presentations and addresses; other transactions shall be done after the program.
13. School Heads are advised to wait for the official announcement of the schedule of the release of claims. No representative shall come early to the Office of the Treasurer. It must be strictly observed to avoid inconvenience, errors or delays in releasing and overcrowding in the said Office.

Enclosure No. 2

Guidelines on the Preparation of Payroll for the Provincial Government's Honoraria

(Cash Incentive) for Teaching, Teaching-related and Non-teaching Personnel

The following set of guidelines is issued to the field for guidance in the preparation of payroll for teaching, teaching-related and non-teaching personnel, which is provided by the Provincial Government of Quezon:

1. Only those employees (teaching, teaching-related, and non-teaching personnel) with permanent and locally funded/casual/job order appointments as of June 28, 2024, are entitled to receive the honoraria (cash incentive), provided they are still in the service as of the date of grant.
2. Eligible personnel with permanent appointment as of the cut-off date need to submit their School Form 7 through the Records Unit to support their claim for the honoraria.
3. Locally funded teachers shall submit a certification from the School Head, noted by the SDS.
4. PTA-funded teachers are not entitled to receive the honoraria (cash incentive).
5. Municipalities within 50km radius are not entitled to a travel allowance which is comprised of transportation and incidental expenses amounting to P300.00. Their travel allowance is dependent on the prevailing transportation rate of their respective municipalities, certified by the Municipal Treasurer; hence, the amount may be lower but not more than P300.00. Kindly see Annex C from the PGO.
6. The schedule of submission of payroll for the honoraria (cash incentive) and travel allowance, including the Meal Attendance, is listed below:

Schedule of Submission

Schedule of Submission	Submit to
July 30-31 and August 1-2, 2024	Division Office (through the Records Unit)
August 12-016, 2024	Provincial Office (through the Records Unit)

7. Please refer to the following requirements for the Honoraria (Cash Incentive Travel Allowance:

REQ1-Required Documents for the Honoraria (Cash Incentive)	Remarks
Payroll [P3,000.00-300.00=P2,700.00] (Annual Salary of P250,000 above, less tax)	3 copies with signature (template to be provided by the Provincial Office)
Certification of the School Head on the List of Personnel Entitled to Receive the Incentive	1 copy with signature (signed by School Head, noted by SDS)
Special Power of Attorney	1 SPA per School, 1 original

	copy
Valid Identification Cards	Photocopy with (full) Signature of both Authorized Representative and Recipient
Certificate of Appearance	1 copy per School
Attendance Sheet with Meal Attendance	2 copies per School
Form 7	Certified photocopy (for submission to SDO only)
Certification of Locally Funded	1 Copy (certified by School Head, noted by SDS)

REQ2-Required Documents for Travel Allowance	Remarks
Payroll	3 copies with signature
Certification of the School Head on the List of Personnel Entitled to Receive the Allowance	1 copy with signature (signed by School Head, noted by SDS)
Special Power of Attorney	1 SPA per School, 1 original copy
Travel Order	Requested by School Head, approved by ASDS in charge
Certificate of Appearance	1 copy per School
Valid Identification Cards	Photocopy with (full) Signature of both Authorized Representative and Recipients
Certification of Locally Funded	1 copy (certified by School Head, noted by SDS)
Certificate of Prevailing Rate (latest) for Municipalities within 50km radius with transportation rate of less than P 300.00	1 Original/authenticated copy by the LGU

8. Each school should prepare the above documents in two sets (or separate folders) as follows:

Set A (for Provincial Accounting Office)	2 sets of REQ1 and REQ2
Set B (for Provincial Treasurer's Office)	1 set of REQ1 and REQ2

Note: The order of names in the Payroll should correspond to the order of names listed in the Certification of Eligible Recipients, as well as the order of documents such as Valid IDs, Certificate of Appearance, Attendance Sheet with Meal Attendance, and Travel Order.

Enclosure No. 3

**Indicative Program of Activities
Cluster 2- September 8, 2024**

Time	Activities	Persons/Committees Involved
6:00 -7:00 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
Opening Program		
7:30-8:30 a.m.	National Anthem Doxology DepEd Quality Policy CALABARZON March Quezon Hymn	Program and Invitation Committee
	Welcome Remarks	Herbert D. Perez Assistant Schools Division Superintendent Division of Tayabas City
	Message	Celedonio B. Balderas Jr. Schools Division Superintendent Division of Tayabas City
8:30-9:15 a.m.	Provincial Governor's Time	Hon. Angelina "Doktora Helen" DL Tan, MD, MBAH Governor, Quezon Province
9:15-9:30 a.m.	Health Break	
9:30-11:30 a.m.	Resource Person's Lecture	Motivational Speaker
11:30- 12:30 p.m.	Lunch Time with Entertainment	
12:30-2:00 p.m.	Research Presentations	Oral Presenters
Closing Program		
2:00-3:00 p.m.	Awarding of Certificates (Participation/Recognition)	Top Management Presenters and Participants
	Closing Remarks	Dr. Venus T. Balmedina OIC-ASDS Division of Quezon
3:00 p.m.	Home Sweet Home	

Enclosure 4

Technical Working Committee

Committee	Composition
Overall Program Management	Chairperson: SDS Celedonio B. Balderas Jr. Co-Chairperson: ASDS Herbert D. Perez. Members: Imelda C. Raymundo, SGOD Chief Edwin R. Rodriguez, CID Chief Ma. Corazon A. Borbon, EPS Regicelle D. Cabaysa, OIC-SEPS, HRD
Registration and Attendance	Administrative Officers of Schools JO personnel of the Division
Food and Refreshments	Ariel C. Cabuyao, PDO II Dexter C. Cabuyao, Administrative Aide IV Adrian R. Aguirre, Administrative Aide VI Administrative Officers of Schools
Research Presentations	La Trisha R. Dalit, EPS II Montano L. Agudilla Jr. SEPS, SMME Joan Kathleen T. Brizuela, EPS II Nicole May R. Lagar, PDO II Marl Bryan F. Valencia, ITO I Shyra C. Rojas Ian Neric O. Ilao Justine Ranillo Giovann Guaño
Documentation and Press Releases	Luzviminda Cynthia Richelle F. Quintero, EPS Regicelle D. Cabaysa, OIC-SEPS, HRD La Trisha R. Dalit, EPS II Jerome A. Javin John Marfin Tabaquero
Welfare Officers	Jayne Paula P. Talavera, Dentist II Cris John V. Supetran, Medical Officer III Mariles F. Contreras, Nurse II Alelie A. Padillo, Nurse II Lailani T. Omlas, Nurse II