



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

27 Oct 2023

DIVISION MEMORANDUM  
No. 505 s. 2023

**COMMENCEMENT ACTIVITY FOR THE EIGHTH CYCLE BASIC EDUCATION  
RESEARCH FUND (BERF) GRANTEES (ACTION RESEARCH)**

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

1. Relative to **Regional Memorandum No. 644, s. 2023** titled **Commencement Activity for the Eight Cycle Basic Education Research Fund (BERF) Grantees (Action Research)**, this office announces the conduct of the Virtual Commencement Activity for the Eight Basic Education Research Fund (BERF) Grantees (Action Research) on **November 13, 2023**.

2. The following researchers are hereby advised to prepare for the said activity:

Name of Researcher/s	Research Title
Lead Author: Montano L. Agudilla Jr. Co-Author 1: Natividad P. Bayubay, CESO VI	Phenomenon-Based Learning: From Learning Recovery to Learning Acceleration
Lead Author: Wendel R. Mayor Co-Author 1: Leah Emelie A. Junio Co-Author 2: Marites V. Jacela	WEASFOLD: We, Together with Discipline into Waste Folding


3. Attached is the copy of the regional memorandum for reference.

4. For information and guidance of all concerned.

For:

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

By:

  
**ANTONIO P. FAUSTINO JR.**  
OIC-Assistant Schools Division Superintendent  
Officer-In-Charge

Encl.: As stated

Reference: Regional Memorandum No. 644, s.2023

To be indicated in the Perpetual Index

under the following subjects:

RESEARCH                      BASIC EDUCATION RESEARCH FUND

SGOD/ - Commencement Activity for the Eighth Cycle Basic Education Research Fund (BERF) Grantees (Action Research)

Tracking Number/DTS/October 27, 2023



**Enclosure 1**

**List of Participants  
October 27, 2023 – 8:00 am- 5:00pm  
M.I Sevilla's Resort, Lucena City**

	<b>Name</b>	<b>Position/Designation</b>
1	ABELIDO, LIBRADA R	TEACHER III
2	ABULENCIA, LAARNI E	MASTER TEACHER I
3	CABUYAO, VIVIANA A	TEACHER II
4	CAPARROS, MARIA ANGELES G	TEACHER III
5	CAPISTRANO, LUISA C	TEACHER III
6	CLADO, LEAH C	SCHOOL PRINCIPAL I
7	ESTELEYDES, MA BELEN B	TEACHER III
8	GAMUGAMO, ARCELI A	TEACHER III
9	MABILIN, ARIETA S	TEACHER III
10	MALUNDAS, EVANGELINA E	TEACHER III
11	REA, TERESITA L	TEACHER III
12	RIVADINERA, LAURA	TEACHER III
13	TABERNILLA, BENIDICTA C	TEACHER III
14	OABEL, CORAZON M	SCHOOL PRINCIPAL I
15	OLIVA, CONCEPCION	TEACHER III
16	PABELLANO, EUDUCIA T	TEACHER III
17	PASNO, MARILYN M	TEACHER III
18	OABEL, JOSEFINA R	ADMINISTRATIVE OFFICER IV
19	OCUMIN, TEOFILA A	EDUCATION PROGRAM SPECIALIST II
20	RACELIS, JOSELITO C	UTILITY WORKER I
21	RAMOS, MARIA DIVINA O	TEACHER III
22	PIQUERO, ROSANNA B.	SENIOR BOOKKEEPER
23	JAVIER, CRISTETA P.	ADMINISTRATIVE AIDE I
24	JASMIN, NORBERTO C.	SECURITY GUARD I
25	PALMA, MARIA TERESA P.	ADMINISTRATIVE OFFICER IV
26	ROMERO, RACEL J.	ADMINISTRATIVE OFFICER I

27	CONTRERAS, ABEL M.	ADMINISTRATIVE AIDE I
28	MORENO, MARIA CONCEPCION R.	ADMINISTRATIVE OFFICER I
29	ABESAMIS, MARIA TERESA T.	TEACHER I
30	RIVERE, ALEJANDRA R.	TEACHER I
31	SAUL, LORENA G.	MASTER TEACHER I
32	SOMBRERO, ROSARIO R.	TEACHER III
33	DE CASTRO, JOSEPHINE P DE.	MASTER TEACHER II
34	OBLEA, JOSEFINA P.	MASTER TEACHER I

#### TECHNICAL WORKING COMMITTEE

1	CELEDONIO B. BALDERAS JR.	Schools Division Superintendent
2	ANTONIO P. FAUSTINO JR.	OIC-Assistant Schools Division Superintendent
3	IMELDA C. RAYMUNDO	SGOD Chief
4	MILDRED Z. GALLEN	Education Program Supervisor
5	MONTANO L. AGUDILLA JR.	SEPS M&E
6	LUZVIMINDA E. SALUDARES	SEPS HRTD
7	KATHLEEN J. DAZO	Administrative Assistant III
8	CRIS JOHN V. SUPETTRAN	Medical Officer III
9	IAN NERIC O. ILAO	J.O personnel
10	ARJOY C. DEMANDANTE	Administrative Aide VI
11	JEROME A. JAVIN	J.O personnel
12	JEAN ROSE B. RABANO	EPS II- HRD



**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	<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 L&D Management including (Logistics)	LUZVIMINDA E. SALUDARES	<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 recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	DR. CRIS JOHN V. SUPETTRAN MONTANO L. AGUDILLA JR. JOSEFINA R. OABEL KATHLEEN J. DAZO MILDRED Z. GALLEN	<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>
Support Staff/s		<ul style="list-style-type: none"> <li>➤ Prepare the platform of the orientation</li> </ul>

	IAN NERIC O. ILAO JEROME JAVIN	<ul style="list-style-type: none"> <li>➤ Take/s pictures from the opening until closing programs.</li> <li>➤ Assist/s the session facilitators/s</li> <li>➤ Manage/s unexpected system glitches. Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Certificate	ARJOY C. DEMANDANTE	<ul style="list-style-type: none"> <li>➤ Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> </ul>
Moderator	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> <li>➤ Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>➤ Host the Opening Program Preliminaries to include the following:               <ul style="list-style-type: none"> <li>➤ Present Agenda outline</li> <li>➤ Discuss relevant session protocol.</li> <li>➤ Moderate Q&amp;A sessions</li> <li>➤ Close out conference</li> </ul> </li> </ul>

Enclosure 3

### ACTIVITY MATRIX



**October 27, 2023 – 8:00 am- 5:00pm**  
**M.I Sevilla's Resort, Lucena City**

<b>Time</b>	<b>Topic/Activity</b>	<b>Responsible Person/s</b>
7:30 a.m -8:00 a.m	Registration	PMT
8:01 a.m -8:15 a.m	National Anthem Prayer CALABARZON march Tayabas Hym DepEd Quality Policy	AVP
	Welcome Remarks	Antonio P. Faustion Jr. OIC-Assistant Schools Division Superintendent
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
	Acknowledgement of Participants	Luzviminda E. Saludaes SEPS-HRD
	Rationale and Objectives	Imelda C. Raymundo SGOD- Chief
8:16 a.m -9:15 a.m	Session 1: Physical Wellness (Physical Fitness and Health and Nutrition)	Dr. CJ Supetran Medical Officer III
9:15 am- 9: 30 am	Health break	
9:30 a.m – 10: 30 a.m	Session 2: Emotional Wellness	Dr. CJ Supetran Medical Officer III
10:31 a.m – 12: 00 n.n	Session 3: Spiritual Wellness	Montano L. Agudilla Jr. SEPS-M&E
12:01 p.m – 1:00 p.m	Lunchbreak	
1:01 p.m – 2:30 p.m	Session 4: Financial Wellness	Mildred Z. Galleno Education Program Supervisor
2:31 p.m – 3:30 p.m	Session 5: Occupational Wellness (DepEd Retirement Process)	Kathleen Dazo Administrative Assistant III
3:31 p.m – 4: 30 p.m	Session 6: Occupational Wellness (GSIS Benefits)	Josefina Oabel HRMO II/ AO IV
4:31 p.m – 5:00 p.m	Closing Program	