Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 November 2026

DIVISION MEMORANDUM
No. 735 s. 2026

CONDUCT OF FRIDAY RESEARCH AND INNOVATION DAY (FRIDAY) ONLINE SERIES FOR THE MONTH OF NOVEMBER

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**, and anchored on SDO Tayabas City's **CREST (Collaboration for Research Empowerment, Sustainability and Transformation)** a planning and research program that introduces research strategies and institutionalize projects and activities in the division and school-level to further strengthen research culture and support the continuous improvement of the Quality Management System, this Office informs the field of the conduct of **FRIDAY (Friday Research and Innovation Day) Online Series** on **November 13, 2026** at **3:00 p.m.** via **Microsoft Office Teams** https://tinyurl.com/FRIDAY-Research.

2. The online series aims to:
   a. convene researchers and provide them avenue for the dissemination, sharing and utilization of research results;
   b. enhance personnel's skills in the conduct, writing and presentation of research through exposure to research presentation and discussion;
   c. foster partnership with other academic institutions through invitation as participants and presenters; and
   d. cultivate a habit of research writing and conduct of CI Projects among personnel to address relevant education issues and support policy formulation in the organization.

3. Participants in the said series are Research Presenters, Education Program Supervisors, School Heads, Master Teachers, SDO personnel and research enthusiasts from the division and other organizations.

4. Links for the attendance and evaluation shall be sent after the research presentation.

5. Please see attached Enclosures 1 and 2 for the Program Management Team and Activity Matrix.

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Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

6. 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.

7. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

11-06-2026/12:12 PM
MILDRED Z. GALLENO
Education Program Supervisor
Officer-in-Charge

Encl.: As stated
References: DepEd Order No. 16, s. 2017
Division Memorandum No. 457, s. 2024
To be indicated in the Perpetual Index
under the following subjects:

FRIDAY RESEARCH
SERIES

SGOD- conduct of friday research and innovation day (friday) online series for the month of november
SGO0N7B2-005982/November 06, 2026

Enclosure 1

PROGRAM MANAGEMENT TEAM

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	- 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	- 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	EJ Fhiel S. Palmero Elizza J. Francia Maria Frances E. Reyes *Malaa-a Calantas Elementary School* Arjoy C. Demandante Edna E. Eclavea *SDO Tayabas City*	- 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.	- 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	- 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	Princess A. Talavera	- 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
3:00 p.m. - 3:15 p.m.	15 minutes	Opening Program/Preliminaries	PMT
3:15 p.m. - 4:15 p.m.	60 minutes	Experiential Learning as Strategy to Improve Grade 4 Students' Performance in Family and Consumer Science Research Skills and Challenges Encountered by SDO Tayabas City Non-teaching Personnel in Conducting Research: Basis for a Proposed Program	EJ Fhiel S. Palmero Elizza J. Francia Maria Frances E. Reyes Presenters Arjoy C. Demandante Edna E. Eclavea Presenters
4:15 p.m. - 4:30 p.m.	15 minutes	Question and Answer Reminders/Announcements Closing Program	Regicelle D. Cabaysa OIC-SEPS/Moderator