



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

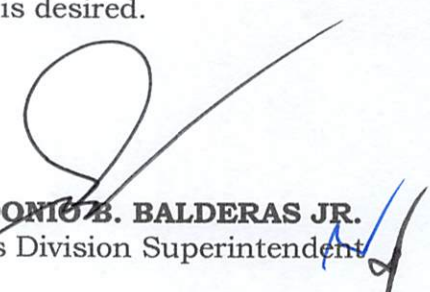
05 December 2024

DIVISION MEMORANDUM  
No. 837 s. 2024

**RESEARCH TRAINING FOR SELECTED NON-TEACHING PERSONNEL OF SDO  
TAYABAS CITY  
(RESEARCH INSIGHTS: TRAINING FOR EFFECTIVE AND ETHICAL RESEARCH  
PRACTICES)**

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

1. In line with the Department of Education's commitment to continuously enhance the research skills of our personnel, this memorandum serves as a formal notice regarding the upcoming **Research Training Program** scheduled to take place on **December 16, 2024**, at **M.I. Sevilla's Resort, Lucena City**.
2. This training is designed to provide our non-teaching personnel with the necessary tools, methods, and knowledge to conduct effective and ethical research that will contribute to informed decision-making and improved practices within our division.
3. At the end of the training, participants are expected to:
  - a. Demonstrate a clear understanding of various research methodologies; and
  - b. Conduct small-scale research projects with effective data collection and analysis.
4. This is a 1-day activity with no registration fee. Attached is the List of Participants, Members of the Program Management Team, Terms of Reference, and List of Resource Persons per Session and Training Matrix for reference.
5. For clarifications and queries, you can coordinate with Administrative Services Office through [tayabascity.admin@deped.gov.ph](mailto:tayabascity.admin@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated

Reference: none

To be indicated in the Perpetual Index  
under the following subjects:

**RESEARCH TRAINING**

OSDS-Admin – research training for selected non-teaching personnel of sdo tayabas city  
ADMQ8GN0-000835/December 05, 2024



Enclosure 1

**LIST OF PARTICIPANTS**

No.	NAME	POSITION	SDO/SCHOOL
1	BALDERAS, CELEDONIO JR. B.	Schools Division Superintendent	DIVISION OFFICE
2	PEREZ, HERBERT D.	Assistant Schools Division Superintendent	DIVISION OFFICE
3	GABARDA, CONRADO C	ADMINISTRATIVE OFFICER V	DIVISION OFFICE
4	CABAYSA, REGICELLE D	OIC-SEPS/ RESOURCE PERSON	DIVISION OFFICE
5	AGUDILLA, MONTANO L	SEPS/ RESOURCE PERSON	DIVISION OFFICE
6	BALBAROSA, NATHANIEL	ADM OFFICER II	DIVISION OFFICE
7	BIGYAN, LAURA VIDA	ADMIN ASSISTANT III	DIVISION OFFICE
8	BUERA, JEANETTE M	ADM OFFICER IV	DIVISION OFFICE
9	CABUYAO, DEXTER C	ADMINISTRATIVE AIDE IV	DIVISION OFFICE
10	CATCHUELA, JEDI DIAH	ADMIN ASSISTANT II	DIVISION OFFICE
11	CONTRERAS, MARILES F	NURSE II	DIVISION OFFICE
12	CUATERNIO, MARILOU C	ADMIN ASSISTANT III	DIVISION OFFICE
13	DATARIO, LUISA	ADMIN ASSISTANT III	DIVISION OFFICE
14	DAYAPAN, KRIZIA FAYE	ADMIN ASSISTANT III	DIVISION OFFICE
15	DAZO, KATHLEEN J	ADM OFFICER II	DIVISION OFFICE
16	DEMANDANTE, ARJOY C	ADMIN ASSISTANT III	DIVISION OFFICE
17	DIVINAGRACIA, OLIVE	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
18	ESTOLE, ANGELIQUE JOY	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
19	FANG, DICKY SAM BOY	UTILITY WORKER I	DIVISION OFFICE
20	HERNANDEZ, GRASIELA L	ADM OFFICER IV	DIVISION OFFICE
21	HERRERA, ELOISSA JOY P	ADMIN ASSISTANT III	DIVISION OFFICE
22	LIMBO, JOYCE ANNE P	ADM OFFICER IV	DIVISION OFFICE
23	LUZADAS, AGNES M	ACCOUNTANT III	DIVISION OFFICE



24	MILLARES, BENJAMIN A	ADMINISTRATIVE OFFICER V	DIVISION OFFICE
25	MIRANDILLA, JENNELYN M	ADM OFFICER II	DIVISION OFFICE
26	PANGANIBAN, NATALIO A	ADMIN ASSISTANT I	DIVISION OFFICE
27	RADA, RHEA DARLEEN	ADMIN ASSISTANT II	DIVISION OFFICE
28	RAGO, CHARLENE R	ADMIN ASSISTANT III	DIVISION OFFICE
29	RAZON, JOHANNE MAE J	ADMIN ASSISTANT III	DIVISION OFFICE
30	SABEROLA, AERYLL	ADMIN ASSISTANT III	DIVISION OFFICE
31	SABEROLA, ELDWIN	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
32	SABIO, EARL BRYAN	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
33	SALAZAR, CARMELO S	UTILITY WORKER I	DIVISION OFFICE
34	TAN, DIANA H G	ADM OFFICER IV	DIVISION OFFICE
35	VALDEAVILLA, LESLIE T	ADMIN ASSISTANT III	DIVISION OFFICE
36	VALENCIA, MARK BRYAN F	INFORMATION TECHNOLOGY OFFICER I	DIVISION OFFICE
37	VILLADIEGO, BLENDALYN J	ADMIN ASSISTANT III	DIVISION OFFICE
38	VILLALBA, MA ANGELICA	ADMIN ASSISTANT III	DIVISION OFFICE
39	ZAFRANCO, JOHNNY	UTILITY WORKER I	DIVISION OFFICE
40	ZUBIETA, ARMEEN KRYSTEL F	ADMIN ASSISTANT III	DIVISION OFFICE
41	AGUILA, JOY LIWAYWAY O	ADM OFFICER II	KALUMPANG
42	ANDANZA, DESIREE CARLA C	ADM OFFICER II	WAKAS
43	BULANDOS, FREDERICK M	ADMIN ASSISTANT III	TECS
44	CAAGBAY, DONNABELLE F	ADM OFFICER II	TECS
45	CABALSA, PAZZYLA LYDDA A	ADM OFFICER II	LAWIGUE
46	CABLAIDA, MONICA T	ADMIN ASSISTANT II	TECS
47	DOMIREZ, JUANITO D	ADM OFFICER II	TWCS IV
48	ESLACIN, MA THERESA	PROJECT DEVELOPMENT OFFICER I	TECS
49	EVANGELISTA, JEANETTE	ADM OFFICER II	SOUTH PALALE
50	MANINGAS, JOBELLE L	PROJECT DEVELOPMENT OFFICER I	KALUMPANG
51	MORALES, ROSEMARIE E	ADM OFFICER II	WEST PALALE
52	NANEZ, FELIZA	ADMIN ASSISTANT III	TWCS I



53	OABEL, LOVEDAY ALYSSA O	ADM OFFICER II	TWCS I
54	PABULARCON, MILA ROSA	PROJECT DEVELOPMENT OFFICER I	SOUTH PALALE
55	PASTRANA, MARIA ELIZABETH S	ADM OFFICER II	DOMOIT
56	RADA, ANGELICA	ADM OFFICER II	ILASAN
57	RADA, CLARIBEL C	ADM OFFICER II	MASIN
58	REYES, JERICK C	ADM OFFICER II	EAST PALALE
59	ROSALES, RONNIE M	ADMIN ASSISTANT II	WPNHS
60	SALAZAR, BEATRICE B	ADM OFFICER II	IPILAN- ALITAO
61	SALVAN, ROSALIE	ADMIN ASSISTANT III	WPNHS
62	SANCHEZ, JUSLYN ROSE F	ADM OFFICER II	POTOL
63	SONGCAYA, APRIL JEAN	ADM OFFICER II	DAPDAP
64	TABERNILLA, FRENALYNE	PROJECT DEVELOPMENT OFFICER I	TWCS I
65	ZAFRANCO, FEREX O	ADM OFFICER II	EUGENIO FRANCIA
66	ZAGALA, FRANCHESKA WYNORI JANE Q	ADMIN ASSISTANT II	TWCS I
67	ABUEL, AREN KREZEL P.	JO PERSONNEL	DO-OSDS
68	ALBOS, BABY JOY	JO PERSONNEL	DO-OSDS
69	ANDAYA, MARVIN	JO PERSONNEL	DO-OSDS
70	AVES, MAYLENE	JO PERSONNEL	DO-OSDS
71	CABRIGA, KIM HAROLD	JO PERSONNEL	DO-OSDS
72	CABUYAO, ENRIQUE	JO PERSONNEL	DO-OSDS
73	CABUYAO, ERVIN	JO PERSONNEL	DO-OSDS
74	CABUYAO, IMEE LYNN	JO PERSONNEL	DO-OSDS
75	COLLANTES, MARK JOSEPH	JO PERSONNEL	DO-OSDS
76	CUNA, VANZEL LAUREN	JO PERSONNEL	DO-OSDS
77	JASTIVA, JERAIZY IVEE	JO PERSONNEL	DO-OSDS
78	JAVIN, JEROME	JO PERSONNEL	DO-OSDS
79	MENDOZA, JOHN FREDERICK	JO PERSONNEL	DO-OSDS
80	OBCIANA, ELLA BIANCA	JO PERSONNEL	DO-OSDS
81	OBCIANA, VINCENT	JO PERSONNEL	DO-OSDS
82	PADILLA, IAN PAOLO	JO PERSONNEL	DO-OSDS
83	ROXAS, LARA KRESTHIA	JO PERSONNEL	DO-OSDS
84	SALAZAR, DALE	JO PERSONNEL	DO-OSDS
85	SOGONE, YVETH NIKA	JO PERSONNEL	DO-OSDS
86	TABAQUERO, JOHN MARFIN	JO PERSONNEL	DO-OSDS
87	TADIOSA, MARIEL V.	JO PERSONNEL	DO-OSDS
88	VITO, CHARLENE	JO PERSONNEL	DO-OSDS
89	YALDAMA, JEZIEL	JO PERSONNEL	DO-OSDS
90	ZARACENA, JANINE	JO PERSONNEL	DO-OSDS
91	FORTUNY, JESSICA	JO PERSONNEL	DO- CID



92	MERTO, NISSA	JO PERSONNEL	DO- CID
93	QUESEA, MARY MARGARET	JO PERSONNEL	DO- CID
94	CRISANTO, YVES ALAN	JO PERSONNEL	DO-SGOD
95	ROJAS, SHYRA	JO PERSONNEL	DO-SGOD
96	GUANO, GIOVANN	JO PERSONNEL	DO-SGOD
97	RANILLO, JUSTINE	JO PERSONNEL	DO-SGOD
98	JALBUENA, CHRISTIAN MEL L.	GIP	DO-OSDS
99	RESTOLES, JOHN MARK	GIP	DO-OSDS
100	COMPETENTE, JOHN MIGUEL	GIP	DO-OSDS
101	DORADO, EMMALYN I.	GIP	DO-OSDS
102	MARQUEZ, OLIVER	GIP	DO-SGOD

Enclosure 2

### Training Matrix

#### Day 1

Time	Duration	Session	Resource Person
8:00 -8:45	45 m	Opening Program/Preliminaries	PMT
8:45 – 9:45	1h	<b>Session 1: Orientation on the Revised Research Management Guidelines/Updates on Research Management</b>	Regicelle D. Cabaysa OIC-SEPS, Planning & Research
9:45-10:00	15 m	Health Break	
10:00 -12:00	1h	<b>Session 2: Title of the Problem, Context, Rationale, Action Research Questions</b>	Dr. Montano L. Agudilla Jr. SEPS-SMME
12:00 – 1:00	1h	Lunch Break	
1:00-3:00	1h	<b>Session 3: Proposed Innovation, Intervention and Strategy: Action Research Methods</b>	Dr. Montano L. Agudilla Jr. SEPS-SMME
3:00-3:15	15m	Health Break	
3:15 - 4:30	1h	<b>Session 4: Action Research Workplan and Timelines, Plans for Dissemination and Utilization</b>  <b>Guidelines on Writing the Action Research proposal</b>	Regicelle D. Cabaysa OIC-SEPS, Planning & Research
4:30-5:00	15m	End-of-day Evaluation Closing Program	PMT



*Enclosure 3*

**PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE**

**Overall Chairperson:** Celedonio B. Balderas, Jr. – Schools Division Superintendent

**Co-Chairperson:** Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Conrado C. Gabarda	<ul style="list-style-type: none"> <li>- Oversees the implementation of the entire program.</li> <li>- Orients the PMT and resource persons on their terms of reference and details of the program design</li> <li>- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>- Leads the debriefing sessions with the PMT and resource speakers</li> </ul>
Learning Manager	Nathaniel G. Balbarosa	<ul style="list-style-type: none"> <li>- Ensures that the program is carried out based on the detailed design in collaboration with the resource persons</li> <li>- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs</li> <li>- Facilitates management of learning activities as scheduled and as needed</li> <li>- Facilitates integration session at the end of the intervention, including preparation of Work Application Plan</li> </ul>
Resource Speakers /	Regicelle Cabaysa Montano Agudilla Jr.	<ul style="list-style-type: none"> <li>- Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>- Provides expert content input during learning sessions</li> </ul>



M&E Coordinator	Montano Agudilla Jr.	<ul style="list-style-type: none"> <li>- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> <li>- Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist</li> <li>- Applies process observation and prescribed tools to monitor and evaluate program delivery</li> <li>- Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing</li> <li>- Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation</li> <li>- Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report</li> </ul>
Documenter	Jerome Javin Kim Harold Cabriga Angelique Joy Estole	<ul style="list-style-type: none"> <li>- Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>- Take photos of the different parts of the program delivery</li> </ul>
Secretariat	Grasiela Hernandez Joyce Ann Limbo Marilou Cuaterno Charlene Rago Kathleen Dazo	<ul style="list-style-type: none"> <li>- Attends to registration needs of learners/participants</li> <li>- Ensures that the learners/participants fill up attendance sheets every day.</li> <li>- Assists in the distribution of learning materials and supplies</li> <li>- Assists in posting and collection of session outputs</li> <li>- Compiles session documents and learning resource materials</li> </ul>
Welfare Officer	Mariles Contreras	<ul style="list-style-type: none"> <li>- Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue</li> <li>- Attends to emerging inclusion, safety, security, health, and wellness concerns of participants,</li> </ul>



		PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.)
Logistics Officer	Nathaniel Balbarosa Mark Joseph Collantes	<ul style="list-style-type: none"> <li>- Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program</li> <li>- Leads ocular inspection of venues to ensure adherence to standards and specifications</li> <li>- Checks that session rooms are always ready for use and conducive to learning</li> </ul>
Finance Officer/s	Benjie Millares Agnes Luzadas	<ul style="list-style-type: none"> <li>- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation</li> <li>- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices</li> <li>- Monitors and documents all disbursements against budget to support liquidation</li> <li>- Liquidates all fund disbursement and prepares a financial report</li> </ul>