



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

02 December 2025

DIVISION MEMORANDUM

No. 855 s. 2025

**CONDUCT OF DIVISION TRAINING ON RESEARCH PROPOSAL WRITING  
FOCUSING ON BASIC RESEARCH AGENDA (BERA)  
CROSS CUTTING THEMES**

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**, which reiterates the activities relevant to Research Management Cycle, and anchored on SDO Tayabas City's **CREST (Collaboration for Research Empowerment, Sustainability and Transformation)** this Office informs all concerned of the conduct of **Division Training on Research Proposal Writing Focusing on BERA Cross Cutting Themes** on **December 3, 2025** at **M.I. Sevilla's Resort, Lucena City**.
2. The capacity-building aims to make participants:
  - a. develop necessary competence and acquire relevant skills in conducting and writing action research to address pressing concerns and problem under BERA's Cross Cutting themes;
  - b. demonstrate competence in writing sample research proposals for evaluation of Cluster/School Research Committee;
  - c. develop strong commitment and sense of empowerment in the undertaking of research related activities underscoring the invaluable role of research in education and formulation of education policies
3. Participants in the said activity are select researchers/coordinator of Youth Formation, Guidance, GAD, DRRM, SNED and GAD (teachers and school heads), non-teaching personnel, and Schools Division Research Committee evaluators, members and secretariat.
4. School heads and teacher-participants are expected to implement DepEd Order No. 09, s. 2005-Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, to ensure no disruption of classes.
5. Expenses for the meals and venue shall be charged against HRD Fund. Transportation and incidental expenses of participants may be charged against the

school MOOE or other available local funds, subject to usual accounting and auditing rules and regulations.

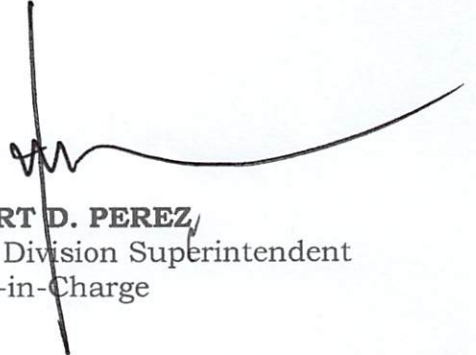
6. Clarifications and queries shall be coordinated with Ms. Regicelle D. Cabaysa, OIC-Senior Education Program Specialist for Planning and Research through email [tayabascity.sgod.prs@deped.gov.ph](mailto:tayabascity.sgod.prs@deped.gov.ph).

7. Immediate dissemination of this Memorandum is desired.

For:

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

By:

  
**HERBERT D. PEREZ,**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order No. 16, s. 2017

Division Memorandum No. 457, s. 2024

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

BASIC RESEARCH  
CROSS CUTTING

SGOD-conduct of division training on research proposal writing focusing on basic research agenda (bera) cross cutting themes  
SGO7CEED-003988/December 2, 2025



Enclosure 1 - Training Matrix

<b>Time</b>	<b>Duration</b>	<b>Session</b>	<b>Resource Person</b>
8:00 -8:30	30 m	Opening Program	PMT
8:30 – 9:30	1h	Session 1: Mastering Research Writing Templates, Structure and Formatting Standards	Regicelle D. Cabaysa SP I/ OIC-SEPS, PAR
9:30 - 9:45	15 m	Health Break	
9:45 -12:00	1 h	Session 2: Exploring Research Opportunities- Identifying Possible Topics and Available Data Sources	Dr. Ariel C. Cabuyao, DRRM Coordinator La Trisha R. Dalit, Division GAD Coordinator Nicole May L. Lumanglas, Youth Formation Focal Mildred Z. Gallen EPS, Kindergarten/ALS
12:00 – 1:00	1h	Lunch Break	
1:00-3:00	2h	Session 3: Writing an Effective Action Research Proposal	Dr. Michael Leonard D. Lubino EPS, Science
3:00-3:15	15m	Health Break	
3:15 -4: 30	1h, 15m	Continuation of Session 3 :  Workshop and Cliniquing Presentation of Sample Proposals	Dr. Michael Leonard D. Lubiano EPS-Science  SDRC members
4:30-5:00	15m	End-of-day Evaluation Closing Program	PMT

Enclosure 2 – Program Management Team

**PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE**

**Division Training on Research Proposal Writing Focusing on  
BERA Cross Cutting Themes**

**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	Imelda C. Raymundo	<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	Regicelle D. Cabaysa	<ul style="list-style-type: none"> <li>- Leads the conduct of the program per session room</li> <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 D. Cabaysa Michael Leonard D. Lubiano Mildred Z. Galleno Dr. Ariel C. Cabuyao, La Trisha R. Dalit Nicole May L. Lumanglas,	<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 L. 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 A. Javin La Trisha R. Dalit	<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	Princess Talavera	<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	Lailani T. Omlas	<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, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.)</li> </ul>
Logistics Officer	Luzviminda E. Saldares	<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> </ul>

		<ul style="list-style-type: none"> <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>