



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 December 2024

NOTICE OF MEETING

Tracking No.: **214**

**PREPARATORY MEETING FOR THE CAPABILITY-BUILDING ON  
ACTION RESEARCH WRITING**

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


Please be informed of an online meeting on **December 10, 2024, 3:00 p.m. via Google Teams.**

The following are the agenda which shall be discussed during the meeting:

1. Preparation for the Capability Building
2. Review of presentation slide decks of Resource Persons
3. Other matters

Below is the list of the members of the TWC who shall attend the meeting.

Your 100% attendance is hereby enjoined.

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

Enclosure 1

**LIST OF PARTICIPANTS**

<b>No.</b>	<b>Name</b>	<b>Position</b>
1	Imelda C. Raymundo	Chief Education Supervisor- SGOD
2	Regicelle D. Cabaysa	OIC- Research and Planning
3	La Trisha R. Dalit	EPS II
4	Montano L. Agudilla Jr.	SEPS M&E
5	Mikael Sandino T. Andrey	EPS
6	Ma. Aileen A. Averilla	Master Teacher II
7	Maricel L. Abella	Master Teacher I
8	Marvin J. Rosales	Head Teacher IV