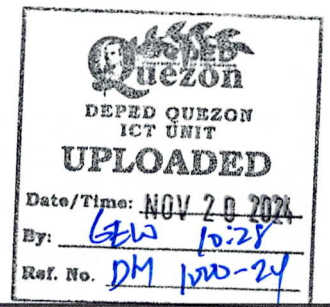




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 November 2024

DIVISION MEMORANDUM
DM No. 1000, s. 2024

**ENHANCING SCIENCE INVESTIGATORY PROJECT WRITING SKILLS
FOR STEM TEACHERS**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public and Private Elementary School Principals
Public and Private Secondary School Principals
All Others Concerned

1. In line with the implementation of Republic Act No. 10533, also known as the Enhanced Basic Education Act of 2013, which emphasizes the development of 21st-century skills and the promotion of scientific inquiry and research among learners, the Schools Division of Quezon will conduct a training program titled **“Enhancing Science Investigatory Project Writing Skills for STEM Teachers”** from November 28 to 30, 2024, at a venue to be announced in a subsequent memorandum.
2. Specifically, the workshop aims to:
 - a. Ensure that teachers can guide students in designing methodologically sound experimental researches that yield valid and reliable results,
 - b. Assist teachers in helping students craft clear, concise, and meaningful research titles that accurately reflect the scope of their projects,
 - c. Familiarize teachers with the proper completion of required forms, ensuring compliance with research ethics and safety standards,
 - d. Enhance teachers' skills in reviewing student manuscripts for clarity, coherence, and proper citation of sources, promoting academic integrity.

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3. The participants to this training are 80 Junior and Senior Science research teachers (STEM Grade 12), 15 technical working group and 5 resource speakers. Please refer to Enclosure No. 1 for the names of the participants and Enclosure No. 2 for the names of the TWG. They are expected to arrive at the venue on November 28, 2024 (Day 1), between 7:00 a.m. and 8:00 a.m. for registration. The opening program will commence promptly at 8:00 a.m. Please refer to Enclosure No. 3 for the Activity Matrix.
4. Participants are advised to bring the following:
 - Laptops (MSWord)
 - Backup Wi-Fi routers
 - Extension cords
 - One (1) sample research manuscript completed by learners for evaluation and critiquing.
5. The meals and accomodation of the participants, the TWG and the speakers shall be charged to the Special Education Fund SEF while the travel expenses of the participants shall be charged to school MOOE / local funds or other sources of funds while the Division Personnel shall be charged to the Division MOOE subject to the usual accounting and auditing rules.
6. Participating teachers are entitled to **one (1) day of service credit** for services rendered on **Saturday, November 30, 2024**, in accordance with DO No. 53, s. 2003 "Granting of Vacation Service Credits to teachers". Whereas compensatory time off (CTO) shall be granted to the teaching and teaching-related personnel on the same date.
7. Immediate dessimination of this Memorandum is desired.


ROMMEL C. BAUTISTA CESO V
Schools Division Superintendent

cid-ims/ceao/11/19/2024

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Enclosure No. 1 to DM No. 1050, s. 2024

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FOR STEM TEACHERS**

LIST OF PARTICIPANTS

SCHOOL	Number of Participants	
	JUNIOR HIGH SCHOOL	SENIOR HIGH SCHOOL (STEM)
1. Quezon NHS	1	1
2. Quezon Science HS	1	1
3. Lutucan NHS	1	1
4. Recto MNHS	1	1
5. Dr Maria D. Pastrana NHS	1	1
6. Paaralang Sekundarya ng Lucban Integrated NHS	1	1
7. Atimonan National Comprehensive NHS	1	1
8. Alabat Island NHS	1	1
9. Gumaca NHS	1	1
10. Lopez Comprehensive NHS	1	1
11. Bondoc Peninsula Agricultural HS	1	1
12. Infanta NHS	2	2
13. Buenavista NHS		2
14. Unisan Integrated NHS		2
15. General Luna NHS		2
16. Hondagua NHS		2
17. Polillo NHS		2
18. Talipan NHS		2
19. Lamon Bay School of Fisheries		2
20. Guinayangan NHS		2
21. Ungos NHS		2
22. Talipan NHS		2
23. Pagbilao NHS		2
24. Hinguiwin NHS		2
25. Danlagan NHS		2
26. San Isidro NHS (Gen Luna)		2

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27. San Andres NHS		2
28. Olongtao NHS		2
29. Abuyon NHS		2
30. Sta. Catalina NHS		2
31. Dr. Panfilo Castro NHS		2
32. Dagatan NHS		2
33. Sampaloc NHS		2
34. San Isidro Integ School		2
35. Tagkawayan NHS		2
36. Lusacan NHS		2
37. Elias Salvador NHS		2
38. Paaralang Sekundarya ng General Nakar		2
39. Manuel S. Enverga School of Arts and Trades		2

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Enclosure No. 2 to DM No. 1000, s. 2024

**ENHANCING SCIENCE INVESTIGATORY PROJECT WRITING SKILLS FOR
STEM TEACHERS
November 28- 30, 2024**

TWG

1. Carmela Ezel A. Orogo	EPS	SDO Quezon
2. Eliza D. Malinas	Head Teacher	DMDPastrana NHS
3. Edgar G. Yabut	Master Teacher I	Lutucan Integ NHS
4. Reyna Alpay	Head Teacher II	Alabat Island NHS
5. Melanie Flores	Master Teacher II	Atimona CNHS
6. Shillem L. Mitra	Teacher III	Recto Memorial NHS
7. Sarah A. Amparo	Teacher III	Gumaca NHS
8. Florentino I De Guzman	Teacher III	Ltucan Integ NHS
9. Harold Bert L. Distor	Teacher III	DMDPastrana NHS
10. Khristine Mae Montas	Teacher III	Quezon NHS
11. Leianne Mae P. De Guzman	Teacher III	Quezon NHS
12. Oliver B. Cajan	Teacher III	DMDPastrana NHS
13. John Michael A. Castillo	Teacher III	Recto MNHS
14. Angelo C. Angeles	Teacher III	Lopez CNHS
15. Nico O. Buenaventura	Teacher III	Gumaca NH

FACILITATORS / RESOURCE SPEAKER

1. Russel T. Soltura	Master Teacher II	Quezon Science HS
2. Jeric M. Ila	Teacher III	Quezon National HS
3. Luningning E. De Villa	Master Teacher II	Quezon National HS
4. Gemma R. Bernardo	Special Teacher I	Quezon Science HS

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Enclosure No. 3 to DM No. 1007, s. 2024

**ENHANCING SCIENCE INVESTIGATORY PROJECT WRITING SKILLS FOR
STEM TEACHERS**

November 28 – 30, 2024

Activity Matrix

DAY 1	
6:30 – 7:30	Registration and Arrival
8:00 – 9:00	Opening Program
9:00 – 9:30	Break
9:00 – 11:00	Topic 1: Principles of Science Investigatory Project
11:00 – 12:00	Topic 2: Creating Research Titles
12:00 – 1:00	LUNCH BREAK 1
1:00 – 2:00	Continuation of Topic 2 Creating Research Title
2:00 – 3:00	Creating Research Title Workshop
3:00 – 3:15	Snacks
3:15 – 4:15	Topic 3: Guidelines of Preparing INTEL Forms
4:15 – 5:15	Topic 4: Preparing Project Data Log book and Display Boards

DAY 2	
7:00 – 8:00	BREAKFAST
8:00 – 8:15	MOL
8:15 – 9:15	Topic 5: Scientific Writing for Research Proposal
9:15 – 9:30	SNACKS
9:30 – 10:30	Continuation of Topic 5: Scientific Writing for Research Proposal
10:30 – 12:00	Workshop
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	Topic 6: Basic Laboratory Techniques for Materials and Methods
3:00 – 3:15	SNACKS
3:15 – 5:00	Topic 7: Selecting Appropriate Statistical Tools for the Quantitative Analysis for Science Investigatory Projects

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DAY 3	
7:00 – 8:00	BREAKFAST
8:00 – 8:15	MOL
8:15 – 9:15	Topic 8: Writing a Research Paper for a Research Proposal (IMRAD)
9:15 – 9:30	SNACKS
9:30 – 10:30	Continuation of Topic 8: Writing a Research Paper for a Research Proposal (IMRAD)
10:30 – 12:00	Topic 9: Proogreading and Referencing
12:00 – 1:00	LUNCH BREAK
1:00 – 2:00	Workshop
2:00 – 3:00	CLOSING PROGRAM
3:00	HOME SWEET HOME

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