




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



DEPED - QUEZON
 ICT UNIT
UPLOADED
 Date/Time: March 17, 2022
 By: Cristell 8:57 P.M.
 Ref. No.: DM 213, 2022

15 March 2022

DIVISION MEMORANDUM
 DM No. 213, s. 2022

ADDENDUM TO DM NO. 198 s. 2022 RE: GUIDELINES ON THE PREPARATION OF 2022 PAYROLL FOR THE PROVINCIAL GOVERNMENT INCENTIVES FOR TEACHING AND NON-TEACHING PERSONNEL AND OTHER RELATED MATTERS

To: Assistant Schools Division Superintendents,
 Division Chiefs,
 Unit/Section Heads,
 Public Schools District Supervisors,
 Elementary and Secondary School Heads,
 All Others Concerned

1. With reference to Division Memorandum No. 198 s. 2022 entitled Guidelines on the Preparation of 2022 Payroll for The Provincial Government Incentives for Teaching and Non-Teaching Personnel to the previous Provincial School Board (PSB) Meeting, this Office informs all concerned personnel that the issued set of guidelines includes the payroll for teachers and non-teaching personnel incentive allowance and traveling, meal and other incidental allowance provided by the Provincial Government of Quezon.
2. All other items stated in the previous Memorandum shall remain the same. Furthermore, the conduct of this years' Quezonian Educators Research Convention will be held in Quezon Convention Center on the following dates:

March 22, 2022 (Tuesday)	Division of Lucena City and All Municipalities in the 2nd District
March 23, 2022 (Wednesday)	Division of Tayabas City, All Municipalities in the 1st District, Alabat, Quezon, Perez, Atimonan, Plaridel and Gumaca

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March 24, 2022 (Thursday)	All Municipalities in the 3rd District, Lopez, Calauag, Tagkawayan, Guinayangan
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- The convention will start at 8:00 a.m. Attendees are expected to be at the venue as early as 6:00 a.m. Kindly wear your district/school shirt with a collar for identity purposes.
- Only those who are fully vaccinated are allowed to attend the convention. Pregnant, senior citizens and those with co-morbidities are exempted from joining. Those who may not be able to attend the convention are requested to send an authorization letter for claims.
- The program of activities, list of presenters, members of the technical working group, lay-out of seating arrangement, and guidelines in the conduct of this activity are appended in this memorandum.
- The conduct of this activity shall strictly adhere to the existing national and local IATF rules and guidelines. The health and safety of the participants are of prime consideration.
- Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

TMosds03/15/2022

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Enclosure 1

INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity	In-Charge
6:00 – 8:00 a.m.	Arrival and Registration	HRD/Personnel
8:00 – 9:00 a.m.	Preliminary Activities <i>National Anthem</i> <i>Doxology</i> <i>DepEd Quality Policy</i> <i>CALABARZON Hymn</i> <i>Quezon Hymn</i> <i>Welcome Remarks – ASDS</i> <i>Inspirational Message - SDSs</i>	ICT
9:00 – 10:30 a.m.	Research Presentations	SEPS for PAR
10:30 – 11:00 a.m.	Closing Program Awarding of Certificate of Appreciation Closing Remarks - ASDSs	
11:00 a.m. – onwards	Programs and Projects of the Provincial Government of Quezon	

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Enclosure 2

LIST OF PRESENTERS

March 22, 2022	
<i>PROJECT TIMES (Taking Increase in Multiplication through Engaging Supplements)</i>	Joetilyn C. Villanueva – Teacher III <i>Pahinga Sur Elementary School</i>
<i>Project Angat sa Kalusugan</i>	Rose P. Telpo - Teacher III <i>Pagbilao West Elementary School</i>
<i>Perspectives and Challenges of Home Learning Facilitators in the New Normal Setup of Education: Basis for the Development of Manual on Home Facilitation of Distance Education</i>	John Andolf A. Abairo – Teacher III <i>Isabang Elementary School – Bocohan Annex</i>
March 23, 2022	
<i>Project SPEED (Strategic Parental Engagement for Educational Delivery)</i>	Luzviminda A. Ware – Teacher III Sarah A. Amparo – Teacher III <i>Gumaca National High School</i>
<i>Project I-Viral</i>	Marry Ann P. Alteza – Teacher III <i>Ungos Elementary School</i>
<i>Project I-CREATE (Improving Culture of REsearch Among TEachers)</i>	Michaela R. Rada Aldwin Rea Joe Victoria Daelo Richilyn Pagana Sherelyn Alcantara <i>Luis Palad Integrated High School</i>
March 24, 2022	
<i>Project RAISE (Raising Academic Interest Using Supplemental Activities) thru Guinayangan Elementary School DepEd TV Focused on Grade 6 Learners</i>	Lito Jr. I. Panya, PhD – Teacher III <i>Guinayangan Elementary School</i>
<i>Project “S²CALE” (Stakeholder’s Support Conducive & Alternative Learning Environment)</i>	Maria Danica M. Aguila - Teacher I <i>San Isidro Elementary School</i>
<i>Project SAM (Sana All Master)</i>	Marvin R. Rodil - TIC/Teacher III <i>Pinagpalapalahan Elementary School</i>

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Enclosure 3

TECHNICAL WORKING GROUP

Over-all Chairperson Co-Chairpersons	Elias A. Alicaya, Jr. Gregorio T. Mueco Gregorio A. Co, Jr. Herbert D. Perez
Over-all Coordinator	Gilbert C. Alva
Registration and Attendance	Regina V. Marino Michelle G. Duma Staff of the Personnel Section Administrative Officers (from the Districts) Sub-Office Personnel
Documentation/Presentations	Oscar R. Duma, Jr. Maria Bernadit M. Tupas Wilbert B. Porteza ICT Personnel PREFIC
Program and Invitation	Lorena S. Walangsumbat CID Personnel
Safety and Health	Arvin P. Repaso Dr. Marie Antoinette A. Tesalona Teresita M. Abella Dr. Jose Mac Ernie D. Patino DRRM District Coordinators Nurses/Dentists
Physical Arrangement	Paul Clifford N. Marquez Mary Joyce P. Salamat Arvin P. Repaso YFU Personnel
Food	Records Section Personnel Supply Section Personnel Administrative Section Personnel
Reception/Usherettes	Elizabeth M. De Villa Legal Section Personnel Budget Section Personnel

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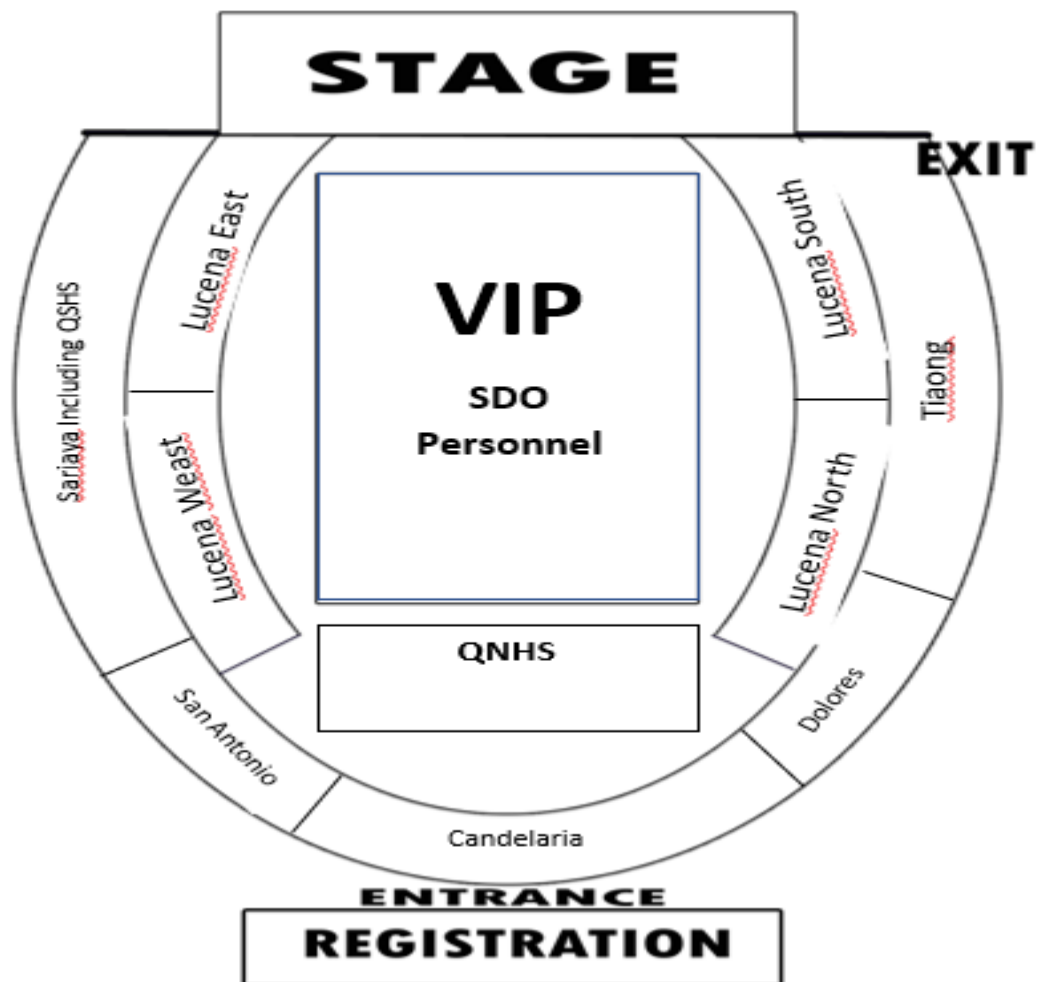


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Enclosure 4

LAY-OUT OF SEATING ARRANGEMENT

March 22, 2022



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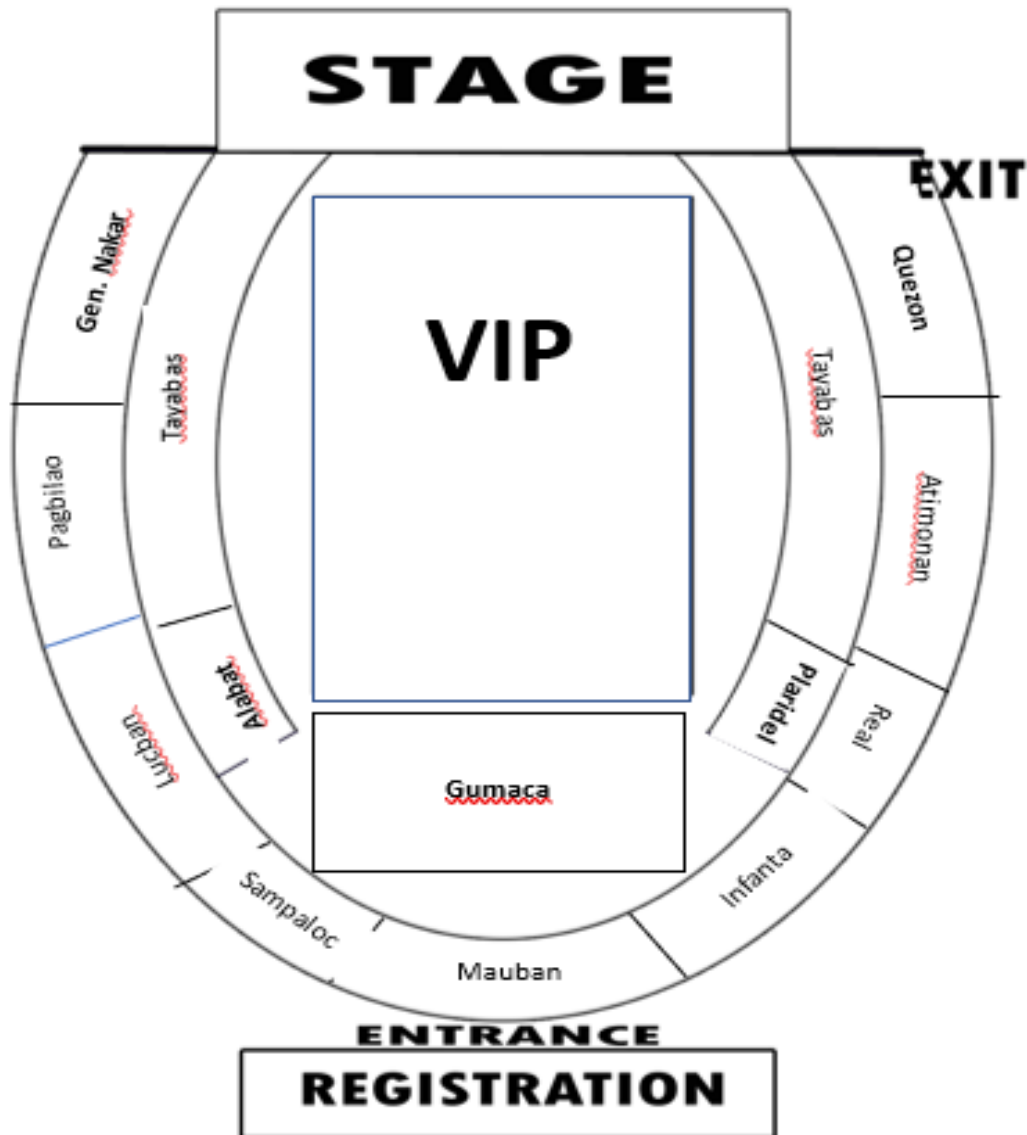
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March 23, 2022



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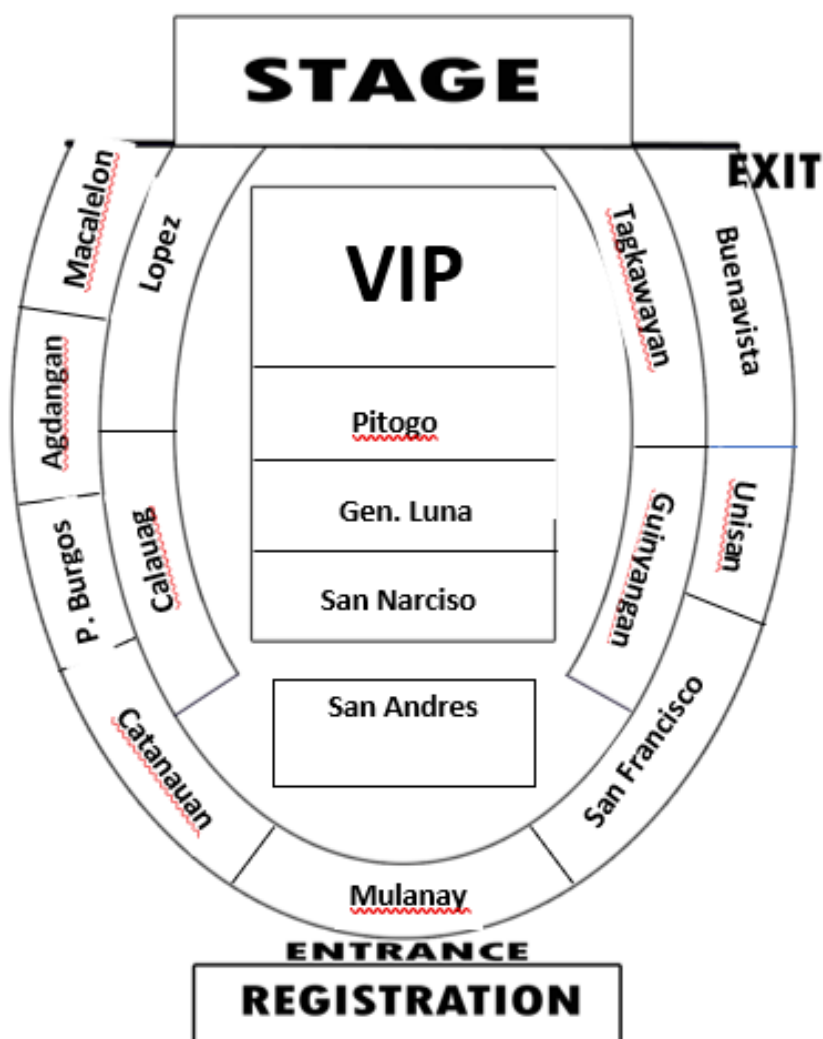
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Enclosure 5

**REMINDERS/GUIDELINES BEFORE, DURING, AND AFTER THE 2022 QUEZON
EDUCATORS' RESEARCH CONVENTION**

The following set of reminders/guidelines is issued to the field for guidance and strict compliance during the convention:

1. Please come and register on time. Registration will close at 7:30 a.m. Register only participants who are actually present.
2. Only those who are fully vaccinated may join the convention. Please bring the vaccination card.
3. Prepare four (4) copies of the list of participants with their signatures (all original) who will actually attend for registration and claiming of foods and for contact tracing purposes. Also, participants are requested to bring their DepEd ID and a photocopy of a valid ID.
4. Participants are required to bring a printed copy of the online health declaration form (OHDF). A link will be given by the District Nurse. Upon entrance, present the screenshot of the OHDF. A morning snack will likewise be given upon arrival and registration.
5. Participants are expected to come to listen to speakers and view presentations. Other business transactions must be done after the program is over.
6. Please refrain from unnecessary talks that may disrupt the speakers and remain seated while the program is ongoing.
7. School Heads are advised to wait for the announcement of the schedule of release of the incentive. No representative shall come early to get the incentive. It must be observed properly to avoid delay of release and crowded area in the said Office. The distribution area is in the Bulwagan near the Governor's Mansion.
8. Don't tag along or bring with you, your children, spouses, etc. The event is exclusive to DepEd Family specifically that we are still practicing minimum health standards. Only teaching and non-teaching personnel are encouraged to attend. However, teachers who are pregnant and with co-morbidities are exempted from participating.
9. Participants are expected to occupy designated areas for their school/district during the program.
10. Only assigned district/city representatives are allowed in the food distribution area to claim food packs corresponding to the number of participants from their respective districts/cities.

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11. Keep your designated area free from trash and the like. Make sure that before you leave the area, everything is in order and clean as you go. Each school shall ensure that they will bring garbage bags and will see to it that their respective area is clean.
12. All school heads and teachers are advised to wear t-shirt with collar.

