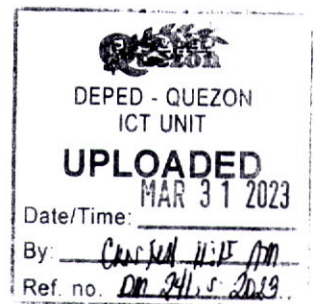




Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 March 2023

DIVISION MEMORANDUM

DM No. 241, s. 2023

ADDENDUM TO DM NO. 156, S. 2023, RE: TECHNICAL ASSISTANCE TO DIVISION-SCREENED RESEARCH PROPOSALS FOR SUBMISSION TO THE REGIONAL POLICY, PLANNING, AND RESEARCH DIVISION, RE: EIGHTH CYCLE OF BASIC EDUCATION RESEARCH FUND

To: Assistant Schools Division Superintendents
Division Chiefs
SDRC Secretariat
Select Researchers
All Others Concerned

1. In reference to **Division Memorandum No. 156, s. 2023**, re: Technical Assistance to Division-Screened Research Proposals for Submission to the Regional Policy, Planning, and Research Division, Re: Eighth Cycle of Basic Education Research Fund, this Office announces the list of Technical Working Committee (TWC) Members in the said activity.
2. Please see Enclosure for reference.
3. Food of the participants, as well as travel expenses of the Division TWC members shall be charged against the Division MOOE, whereas the travel expenses of the field participants, including the TWC members shall be charged against the school MOOE and/or local fund, subject to usual auditing rules and regulations.
4. Other details stipulated in the previous Memorandum shall remain in effect.
5. For information and guidance of all concerned.

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

smme03/14/2023

DEPEDQUEZON-TM-SDS-04-009-003



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[Enclosure to DM No. 241, s. 2023]

Technical Working Committee Members

Roles	Responsibilities	Names
Overall Chairperson	Sets the overall direction of the TWC; prepares the program proposal and Memoranda; communicates with the RRC; oversees program management	Oscar Duma Jr. <i>SEPS/Research Coordinator</i>
Co-Chairperson		Elizabeth M. De Villa <i>Chief EPS-SGOD</i>
Asst. Co-Chairperson	Assists the chairpersons	Raul R. Agaran <i>EPS-SGOD</i>
ICT in Charge	Provides technical support on the use of the online platform	Wilbert B. Porteza <i>IT Officer</i>
Logistics in Charge	Ensures availability of program resources	Regina V. Marino <i>SEPS-HRD</i>
Facilitators	Discuss assigned topics for TA to the plenary	Oscar Duma Jr., Janet Suaverdez, Rexter Anda, Peter Andrew Regencia, Michelle Duma
Documentation in Charge/ QATAME Associate	Keep records of in-action photos, and prepares online evaluation link and program completion report	Maria Bernadit Tupas <i>EPS II-SMME</i>
Roll Call Facilitator	Checks the attendance of participants	Marbin Jeramil Fragata <i>Planning Officer III</i>
Certificate/ Google Drive in Charge	Prepares all certificates; manages Google Drive of proposals	Thelma Manalo <i>SH, Tagkawayan CES</i> Michelle Duma <i>EPS II-HRD</i>
Emcee	Facilitates the program flow	Mary Joyce Salamat <i>EPS II-SMN</i>
TA Providers	Provide technical assistance to grouped researchers	All TWC Members

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