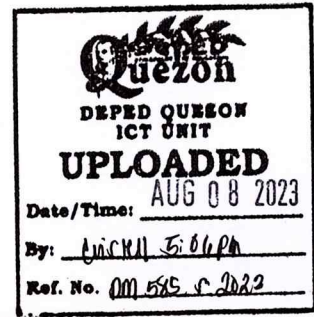




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



07 August 2023

DIVISION MEMORANDUM
DM No. 585, s. 2023

2023 QUEZON EDUCATORS' RESEARCH CONVENTION

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

1. The **Quezon Educators' Research Convention (QERC)** is an annual gathering of teaching, teaching-related and non-teaching personnel of DepEd Quezon for professional advancement in the area of research and development. Besides its importance in disseminating crucial education research findings, this also serves as an avenue to update school practitioners on the programs and projects of the Provincial Government of Quezon which is pivotal in providing quality, accessible, and relevant education aligned with the Department's MATATAG Agenda and the Division's learning recovery plan.
2. In this regard, this Office, through the School Governance and Operations Division (SGOD), announces the conduct of the 2023 QERC, with the theme "Pursuit of Education Transformation along the Path of Recovery".
3. Through the initiative of the Provincial Government of Quezon, this year's Research Convention shall be held at Quezon Convention Center, Lucena City, scheduled as follows:

Date	Schools Division Office	Congressional District
September 16, 2023	Cluster 1: SDO Quezon	Second District Municipalities, Agdangan, Padre

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

	SDO Lucena City	Burgos, Pitogo, Unisan, Macalelon, General Luna
September 23, 2023	Cluster 2: SDO Quezon SDO Tayabas City	First District Municipalities, Perez, Quezon, Tagkawayan I, and II, Guinayangan North and South
October 7, 2023	Cluster 3: SDO Quezon	Third and Fourth District Municipalities (excluding those in Clusters 1 and 2)

- The program of activities is expected to start at 7:30 a.m. Participants are must be at the venue as early as 6:00 a.m.
- Attendance is a must. Employees who may not be able to attend due to unavoidable circumstances are required to send an authorization letter for the claims.
- The program management team and participants shall adhere to the minimum health and safety protocols implemented by the Department of Health (DOH) and the local Inter-Agency Task Force (IATF).
- Participants to attend on Saturday shall be given local service credits upon presentation of a signed Daily Time Record (DTR) and certificate of appearance to the school head or head of office, pursuant to the provision of DO 291, s. 2008 (Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers) and DO 16, s. 2009 (Addendum to DO 291, s. 2008), which states that "where services rendered are in excess of the actual 8-hour work as deemed necessary, service credits may be applied".
- Please see Enclosure Nos. 1, 2, 3, 4, and 5 for the 2023 QERC General Guidelines; Indicative Program of Activities; List of Oral and Poster Presenters; Technical Working Committee; and Guidelines on the Preparation of Payroll for the Provincial Government's Cash Allowance for Teaching, Teaching-related and Non-teaching Personnel, respectively.

DEPEDQUEZON-TM-SDS-04-009-003




"Creating Possibilities, Inspiring Innovations"


Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

9. Travel and incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
10. For immediate and widest dissemination.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



parord/08/07/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

[Enclosure No. 1 to DM No. _____, s. 2023]

2023 QERC General Guidelines

The following guidelines for the 2023 QERC are provided for the guidance and strict compliance of all participants before, during, and after the program:

1. Arrive and register on time. Registration will close at 7:00 a.m.
2. Do not tag along children, spouses, or any companions who are not on the official List of Participants.
3. Participants who are pregnant or with comorbidities may be exempted as prescribed by their doctor or health professional.
4. Prepare two copies of the Attendance Sheet/List of Participants (with original signature; submit it to the Registration Committee.
5. Bring a DepEd ID and a photocopy of any valid ID.
6. Wear a school/district collared shirt for easy identification.
7. Wear a facemask and maintain proper social distancing throughout the duration of the activity.
8. Occupy designated areas only; be guided by instructions of the Marshalls/DRRM Coordinators.
9. Refrain from making unnecessary noise or movement which may disrupt the resource persons or guests while the program is ongoing.
10. Oral presenters are expected to provide a copy of their research presentations to the SEPS for Planning and Research (PAR) at least three days prior to the Research Convention. Such copies shall be endorsed immediately to the ICT in charge in preparation for the opening program.
11. Poster presenters shall submit an e-copy of their posters to SEPS for PAR at least a week prior to the Research Convention. They shall set up their presentation at the designated area for display an hour before the opening program. A separate Memorandum to announce a virtual technical assistance activity will be issued separately.

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

12. Participants are expected to listen attentively to the presentations and addresses; other transactions shall be done after the program.
13. School Heads and Public Schools District Supervisors are advised to wait for the official announcement of the schedule of the release of claims. No representative shall come early to the Office of the Treasurer. It must be strictly observed to avoid inconvenience, errors or delays in releasing, and overcrowding in the said Office.
14. Food shall be distributed by the identified focal person per school/district, who shall claim their snack and lunch packs at the food distribution area. The number of packs must correspond to the number of attending participants.
15. Keep the designated area free from trash. Clean the area before going home when needed. Bringing garbage bags is highly suggested.

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

[Enclosure No. 2 to DM No. _____, s. 2023]

Indicative Program of Activities

September 16, 2023

Time	Activities	Persons/Committees Involved
6:00 – 7:00 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
Opening Program		
7:30 – 8:30 a.m.	Preliminary Activities: <i>National Anthem</i> <i>Doxology</i> <i>DepEd Quality Policy</i> <i>CALABARZON March</i> <i>Quezon Hymn</i>	Program and Invitation Committee
	Welcome Remarks	Dr. Herbert D. Perez <i>Asst. Schools Division Superintendent</i> <i>Division of Quezon</i>
	Messages	Susan DL. Oribiana, CESO V <i>Schools Division Superintendent</i> <i>Division of Lucena City</i> Dr. Rommel C. Bautista, CESO V <i>Schools Division Superintendent</i> <i>Division of Quezon Province</i>
8:30 – 9:15 a.m.	Provincial Governor's Time	Hon. Angelina Dra. Helen DL Tan, MD <i>Governor, Quezon Province</i>
9:15 – 9:30 a.m.		Breaktime
9:30 – 11:30 p.m.	Resource Person's Lecture	Mr. Chinkee Tan <i>Motivational Speaker</i>
11:30 – 12:30 p.m.	Lunchtime cum Entertainment	
12:30 – 2:00 p.m.	Research Presentations	Oral Presenters
Closing Program		
2:00 – 3:00 p.m.	Awarding of Certificates (Participation/ Recognition)	Top Management Presenters and Participants
	Closing Remarks	Phillip B. Gallendez <i>OIC-Asst. Schools Division Superintendent</i> <i>Division of Lucena City</i>
3:00 p.m.		Home Sweet Home

DEPEDQUEZON-TM-SDS-04-009-003

“Creating Possibilities, Inspiring Innovations”



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

Indicative Program of Activities

September 23, 2023

Time	Activities	Persons/Committees Involved
6:00 – 7:00 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
Opening Program		
7:30 – 8:30 a.m.	Preliminary Activities: <i>National Anthem</i> <i>Doxology</i> <i>DepEd Quality Policy</i> <i>CALABARZON March</i> <i>Quezon Hymn</i>	Program and Invitation Committee
	Welcome Remarks	Gregorio T. Mueco <i>Asst. Schools Division Superintendent</i> <i>Division of Quezon</i>
	Messages	Celedonio B. Balderas Jr. <i>Schools Division Superintendent</i> <i>Division of Tayabas City</i> Dr. Rommel C. Bautista, CESO V <i>Schools Division Superintendent</i> <i>Division of Quezon Province</i>
8:30 – 9:15 a.m.	Provincial Governor's Time	Hon. Angelina Dra. Helen DL Tan, MD <i>Governor, Quezon Province</i>
9:15 – 9:30 a.m.	Breaktime	
9:30 – 11:30 p.m.	Resource Person's Lecture	Mr. Chinkee Tan <i>Motivational Speaker</i>
11:30 – 12:30 p.m.	Lunchtime cum Entertainment	
12:30 – 2:00 p.m.	Research Presentations	Oral Presenters
Closing Program		
2:00 – 3:00 p.m.	Awarding of Certificates (Participation/Recognition)	Top Management Presenters and Participants
	Closing Remarks	Antonio P. Faustino Jr. <i>OIC-Asst. Schools Division Superintendent</i> <i>Division of Tayabas City</i>
3:00 p.m.	Home Sweet Home	

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

Indicative Program of Activities

October 7, 2023

Time	Activities	Persons/Committees Involved
6:00 – 7:00 a.m.	Arrival and Registration	Registration, Reception and Attendance Committee
Opening Program		
7:30 – 8:30 a.m.	Preliminary Activities	Program and Invitation Committee
	<i>National Anthem</i> <i>Doxology</i> <i>DepEd Quality Policy</i> <i>CALABARZON March</i> <i>Quezon Hymn</i>	
	Welcome Remarks	Edward D. Garcia <i>OIC-Asst. Schools Division Superintendent</i> <i>Division of Quezon</i>
	Message	Dr. Rommel C. Bautista, CESO V <i>Schools Division Superintendent</i> <i>Division of Quezon</i>
8:30 – 9:15 a.m.	Provincial Governor's Time	Hon. Angelina Dra. Helen DL Tan, MD <i>Governor, Quezon Province</i>
9:15 – 9:30 a.m.	Breaktime	
9:30 – 11:30 p.m.	Resource Person's Lecture	Mr. Chinkee Tan <i>Motivational Speaker</i>
11:30 – 12:30 p.m.	Lunchtime cum Entertainment	
12:30 – 2:00 p.m.	Research Presentations	Oral Presenters
Closing Program		
2:00 – 3:00 p.m.	Awarding of Certificates (Participation/Recognition)	Top Management Presenters and Participants
	Closing Remarks	Dr. Herbert D. Perez <i>Asst. Schools Division Superintendent</i> <i>Division of Quezon</i>
3:00 p.m.	Home Sweet Home	

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

[Enclosure No. 3 to DM No. _____, s. 2023]

List of Oral Presenters

September 16, 2023		
Researchers	Research Title	School/District/Division
Lead Author: Joy L. Narido <i>Teacher III</i> Co-Authors: Paula Vianca S. Arguiñoso <i>Teacher I</i> Arleen M. Mayuga <i>Teacher II</i>	Examining Teachers' Financial Wellness: Basis for the Development of Financial Literacy Booklet for Teachers	Zaballero Subdivision Elementary School North District, DepEd Lucena City
Lead Author: Raymar C. Francia <i>Master Teacher II</i> Co-Authors: Christian Ace L. Veran <i>Teacher II</i> Eric A. Molines <i>Principal I</i> Lougen M. Tuala <i>Teacher I</i>	Blending Competencies: Enhancing the Academic Performance of the Students-at-Risk of Failing through Project-Based Learning Intervention (Probalin) in Lopez West District	Cogorin Ibaba National High School Lopez West District, DepEd Quezon
Lead Author: Reicon Condes <i>Master Teacher II</i> Co-Author: Bernadette A. Condes <i>Master Teacher II</i>	Making Cautious Academician: Cognitive Wariness, Pre-Partaking Behavior, and Participation Outcomes of Basic Education Teachers on Profiteering Conferences and Publication Opportunities	Quezon National High School Sariaya East District, DepEd Quezon
<i>*One presenter only per research</i>		

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

September 23, 2023		
Researchers	Research Title	School/District/Division
Jean Rose B. Rabano, EdD <i>EPS II-HRD</i> Edwin R. Rodriguez, EdD <i>CID Chief</i>	The Plight of SDO Tayabas City Personnel to the Two-time Monthly Release of Salary: Basis for Financial Literacy and Survival Training	SDO Tayabas City School Governance and Operations Division
Author: Kim Mathew L. Valdez <i>Teacher-in-Charge</i>	Effectiveness of Project Bilang Ka in Increasing the Mathematical Performance of Grade 3 Pupils in Pambuhan Elementary School	Pambuhan Elementary School Perez District, DepEd Quezon
Lead Author: Raymund C. Francia <i>Master Teacher II</i> Co-Author: Carmencita Ponce <i>Principal II</i>	Action Research Mobile Course: A Browser-based Interactive Application in Developing Action Research for Teachers	Amontay National High School Pitogo District, DepEd Quezon
<i>*One presenter only per research</i>		

October 7, 2023		
Name/Position	Research Title	School/District
Author: Earla Jean C. Porteza <i>Teacher I</i>	Personal Financial Management Practices and Lived Experiences of Teachers in the Third Congressional District of Quezon	Tubigan Elementary School Macalelon District
Author: Irene D. Reyes <i>Master Teacher I</i>	Self-regulated Strategy Development in Improving the Argumentative Writing	Dolores Macasaet National High School

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

	Skills of Grade 10 Learners in Modular Learning	Candelaria East District, DepEd Quezon
Author: Maria Cecilia P. Capale <i>Teacher-in-Charge</i>	Improving Word Recognition Skills of Struggling Readers in Tuhian Elementary School through Project SOAR [Strengthening Objectifying and Accessing Extensive Reading]	Tuhian Elementary School Catanauan II, DepEd Quezon
<i>*One presenter only per research</i>		

List of Poster Presenters

September 16, 2023			
No.	Name of Researcher/s	Research Title	School/District
1	Carla Jobelle Culajara	Improving the performance in physical education through Project LOMA (Learning through Offline Mobile Application)	Sta. Catalina National High School/ Candelaria East
2	Maricon V. Estrellado	Awareness, Engagement and Perceptions of the Teachers on M&E Practices: Inputs to Institutionalization of a School M&E System	Bukal Sur Elementary School/ Candelaria West
3	Philip Jade A. Gazil Rosemarie M. Bundukin	Structure Dependence in Filipino-English Interlanguage Syntax	Atty. Celso M. Reyes Integrated School/ Candelaria West
4	Estrella R. Dumas Mharlyn A. Ceria Zydel C. Robles	Pagpapaunlad ng Antas sa Pagbasa sa Filipino sa Pamamagitan ng Interbensyong Project SHARE (Share Accountability in Reading)	Bukal Sur Elementary School/ Candelaria West

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

5	Dianne H. Ramos Aron Jezriel C. Tan Pian	Level of Commitment of 4Ps Families in Facilitation of Home-Based Modular Learning: Basis for a Project Development of Support System	Buenavista East Elementary School/ Candelaria West
6	Joseph G. Quizon	Puzzle-Based Supplementary Learning Materials: A Tool in Improving Students' Problem-Solving Skills and Academic Engagement in Mathematics 10	San Antonio National High School/ San Antonio
7	Marivic A. Limbo	Home-Based Gardening and Landscaping: Means of Improving Students' Mental Health	San Antonio National High School/ San Antonio
8	Cherry Jane H. Lajara	Use of Photomath Software: A Tool for Enhancing Skills on Quadratic Equation of Grade 9 Students	San Antonio National High School/ San Antonio
9	Sylvia S. Canopin	Experiential Supplementary Learning Materials: A Tool in Improving Learners' Performance in Mathematics 10	San Antonio National High School/ San Antonio
10	Kathrine Claire N. Villamayor	Paggamit ng Grapika, mga Klip ng Video at Lokalisadong Kuwento sa Pagbasang May Pang-Unawa sa Filipino 9	San Antonio National High School/ San Antonio
11	Crystal C. Marzo	Practice, Read and Learn Workbook: Tool in	Lutucan Central School/ Sariaya West

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

		Improving the Reading Performance of Grade 2 Pupils in the New Normal	
12	Russel T. Soltura, PhD	Designing a Constructivist Learning Aid Module in Disentangling Least Mastered Competencies in Wave Motion	Quezon Science High School/ Sariaya East
13	Rolando S. Merle Mariflor B. Merle	Praxeological Analysis of Hybrid Learning Modality in Quezon National High School	Quezon National High School/ Sariaya East
14	Nimpha L. Reyes	Impact of Project KSP (Kada Sitiong Pagkukuwento) in Developing Kindergarten Pupils' Literal Comprehension	Canda Elementary School/ Sariaya East
15	Anabel Sta Cruz-Sollano	MATH-CUPS: Addressing the Conceptual Understanding and Procedural Skills of Grade 10 STE Students and its Effect on their Academic Performance in Introduction to Calculus	Quezon National High School/ Sariaya East
16	Florencio A. Matundan Jr.	Jay Method: An Input to Enhance Grade IV Skills In Finding the Greatest Common Factors	Palagaran Elementary School/ Tiaong II
17	Sarah Kay R. Abo Cynthia V. Ilao Hazel Joy A. Pagdingalan	Letra Serye: An Aid to Cater Kindergarten Learners with Intricacy in Letters and Sounds Recognition	Paiisa Elementary School/ Tiaong II

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

18	Maricel G. De Luna	Promoting Active Life through Physical Literacy among Secondary Students	Paiisa National High School/ Tiaong II
19	Lea C. Belen	Effects of Using a Contextualized Bingo Game in Improving Numeracy Performance of Grade 3 Learners in Four Fundamental Operations	Talisay Elementary School/ Tiaong II
20	Ginalyn G. Centeno	Project READY PLUS+ as Key to the Enhancing of Reading Comprehension Skills of Grade 6 Learners: An Action Research	Lusacan Elementary School/ Tiaong II
21	Analy P. Rodriguez	Parents Engagement Among Grade III in Blended Learning Delivery: Basis for BL-Parents Guidepost	Lucena East I Elementary School/ East District
22	Karina R. Maldonado	The Use of Digital Resources on Checking, Monitoring and Giving Feedback on Students' Output	Lucena Dalahican National High School/ South District
23	Rudyard U. Rocafor	Home-Based Outcome Method in Enhancing Skills (HOMES): An Innovative Project in Work Immersion Program	Mayao Parada Agricultural Integrated High School/ South District
24	Nancy D. La Rosa Donald M. Valle Rey Mark R. Queaño, Milagros R. Lindain Eden E. Reazo Pablito R. Alay Sorina P. Gloria Ronald V. Mendiola Chinita A. Tolentino Ma. Consolacion V. Teñido	Project META: Determining its Status of Implementation as Input to an Enhanced Monitoring, Evaluation, and Technical Assistance Scheme	SDO Lucena City - CID

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

25	Janice C. Cablaida Mary Grace D. Constantino Roland E. Ramos	Learner Motivation and Engagement in Blended Learning Environment in Time of Pandemic: Basis for Intervention Scheme	Ibabang Talim Integrated High School/ West District
26	Hazel R. Barcelos Daisy N. Manalo Julie Rose C. Tadena	Utilizing Stop and List Strategy in Improving the Writing Skills in English of Technical, Vocational and Livelihood (TVL) Learners	Lucena City National High School/ East District
27	Noel P. Sulay Cristal Joy P. Quizana Mark Anthony B. Basa Rosa Linda D. Garcia	Extent of Teachers Involvement in Implementing Project PARDO Monitoring and Remediation in Dalahican Elementary School Annex (DESA): Basis for Developing Enhancement in Project Implementation	Dalahican Elementary School Annex/ South District
28	Nazel R. Zoleta	Efficacy of 3W-ILM in Improving the Academic Performance and Motivation to Learn in MAPEH among the GNHS Grade 8 Learners	Gulang-Gulang National High School/ North District
29	Juan Marco Dagli	Project BIDA: The Reading Intervention Program in Improving the Reading Comprehension of Grade 3 Frustration Readers	Elvira Razon Aranilla Elementary School/ North District
30	Roland D. Satin Nanette H. Andaluz Edna P. Manalo	Build Interest in Learning Math Activities to Enhance Numeracy Skills for Graders (Bilang) for Key Stage 2: A School Numeracy Intervention	Mayao Crossing Elementary School/ South District

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

September 23, 2023			
No.	Name of Researcher/s	Research Title	School/District
1	Ma. Glena A. Obuyes	Problems Encountered by Indigenous Secondary Students: A Challenge for Educators	Magsikap Integrated School/ General Nakar II
2	Monroe L. Obuyes Ma. Glena A. Obuyes	Improving the Academic Performance in Araling Panlipunan through Merit Badges Method	Maligaya National High School/ General Nakar II
3	Samboy D. Niala	STDs During Pandemic: Increasing the Level of Awareness on Sexually Transmitted Infections (STIs) of Grade 12 Students through #Iamun(safe) Campaign	Tagkawayan National High School/ Tagkawayan II
4	Jane Bell A. Joven	Schematic Intervention for the Development of Reading Comprehension of Grade 4 Learners in Binulasan Integrated School	Binulasan Integrated School/ Infanta
5	Kim Mathew L. Valdez Teresita Jamaica B. Aguilar	Effectiveness of Project Bilang Ka in Increasing the Mathematical Performance of Grade 3 Pupils in Pambuhan Elementary School	Pambuhan Elementary School/ Perez
6	Nora P. Manlogon	Effectiveness of NORA's Card in Increasing the Mathematical Performance of Grade 11 Students in	Perez National High School/ Perez

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

		Selected Topics in General Mathematics	
7	Maricar R. Mariano	Utilization of Modified Palaro ng Lahi: Innovative Strategies in Increasing the Mathematical Performance of Grade 5 Pupils in Selected Topics in Mathematics	Severo Tejada Integrated School/ Perez
8	Jaime F. Zara Jr.	Instructional Support and Supervision Practices, Disruption and Limitations on Distance Learning Implementation at Perez District, Division of Quezon: An Assessment	Perez District
9	Laverne C. Tarubal	Predictors of Anxiety and Depression among Grade 12 HUMSS of Talipan National High School	Talipan National High School/ Pagbilao I
10	Siony A. Lat	Professional Learning Communities In Mauban South District During The Post-Covid-19 Pandemic: An Endview of Formulating a PLC Primer	Dr. Maria D. Pastrana National High School/ Mauban South
11	Karlo C. Claridades Perla M. Guevarra, PhD	Socio-Cultural Context in Localizing a Learning Module in Life Science: Basis for Enhancing Basic Science Process Skills of Grade 8 Learners of Dagatan National High School	Paaralang Sekundarya ng Lucban Integrated School/ Lucban Laguna State Polytechnic University/ San Pablo City Campus
12	Cristina V. Alpay	Enhancing the Reading Fluency, Reading	Alupay Elementary School/ Sampaloc

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

		Comprehension and Numeracy Skills in Problem-Solving of Multigrade Learners in Alupay Elementary School through PABIBA (Pagsasanay sa Bllang at BAsa) Eskwela Program	
13	Raffy Flores Ma. Lourdes U. Lorca	Are they Coping? Research Capabilities of Senior High School Learners of Sampaloc National High School	Sampaloc National High School/ Sampaloc
14	Earludgin B. Torrente	Balance of Power and Influence of District School Leaders in Public Elementary Schools in the Island Municipalities of the First Congressional District of Quezon	Jomalig Central Elementary School/ Jomalig
15	Troy Henry B. Conchada Gregoria S. Jimenez Darry R. Flores	Enhancing Mathematical Skills of Selected Grade 7 Students through Project CLIMB (Clustered Interactive Mathematics-Based Clinic) Program	Apad Jomalig National High School Jomalig National High School/ Jomalig
16	Allan M. Peñamora	ML or LM: Stories of Mobile Legend Gamers in Accomplishing Learning Modules amidst COVID-19 Pandemic: A Case Study	Binulasan Integrated School/ Infanta
17	Jefferson G. Prudente	Printed Infographic Material in Economics (PRIME): A Tool in Enhancing Students' Level of Performance in Araling Panlipunan	Infanta National High School/ Infanta

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

18	Norielyn P. Besmonte	Ma'am Ko Si Nanay: A Portrait of Homeschooling During the COVID-19 Pandemic in a Barangay School of Infanta, Quezon	Tudturan Elementary School/ Infanta
19	Joan B. Conde	Pagpapataas ng Antas ng Komprehensiyon sa Filipino 10 gamit ang KALAM (Kakalingang Akdang Lokal at Aalalay sa mga Mag-aaral)	Infanta National High School/ Infanta
20	Rommel O. Postor	Pagpapataas ng Antas ng Kasanayan sa Filipino 9 Gamit ang MP4 (Manood at Paunlarin ang 4 Na Kasanayan sa Filipino)	Infanta National High School/ Infanta
21	Ma. Aillen A. Averilla, Phd	Decongested Class Schedules to Address Senior High School Students' Mental Health and Teachers' Shortage: An Action Research	Luis Palad Integrated High School
22	Marvin J. Rosales Jericka C. Quinto	LPIHS Science-Oriented Section Alumni Tracer Study: A Basis For Improvement in Curriculum Electives	Luis Palad Integrated High School
23	Johncent Roy C. Tibordo Rodchiel O. Gensaya	Move Strategies as Model to Enhance Skills of SHS-TVL-EIM Students in Application Letter Writing	West Palale National High School
24	Reymann Kristian F. Zubieta Marvin J. Rosales	Step-Up: Science Teachers' Enhancement Program in Utilizing Platforms towards a	Luis Palad Integrated High School

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

		Motivating Learning Environment	
25	Lorynel De Sagun, Phd	Values-based Culture Reading Program for the New Normal	Malao-a/Calantas Elementary School
26	Fiona Alea L. Lubiano Regiecelle D. Cabaysa	Improving the Academic Performance of Grade 11 Learners in Creative Non-fiction through Textual Glossing	Buenaventura Alandy National High School
27	Reynan Nadera, Phd	Integration of Language Strategies in Improving the Performance of Grade 11 HUMSS Students in Physical Science	Luis Palad Integrated High School
28	Nelda L. Oabel	Impact of DIGIBAL in Improving Grade 10 Students' Performance in Solving Problems involving Probability	Luis Palad Integrated High School
29	Jojo A. Oabel	Macro-enabled Electronic Class Record: A Tool in Increasing Teacher's Efficiency in Recording Student's Performance	Luis Palad Integrated High School
30	Joel M. Bregondo Jr.	Project I-CHECK: Educative Measures against Misinformation and Disinformation as an Alternative Material cum Strategy in Teaching Digital Writing	Luis Palad Integrated High School

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

October 7, 2023			
No.	Name of Researcher/s	Research Title	School/District
1	Remrena Venesha D. Santamina	Building Up the Phonics Awareness of Kindergartners through Modified Three-Period Lesson Approach	Malusak Elementary School/ Atimonan I
2	Gomar Recel V. Tan	Voice of Equality: Embedding Gender Diversity through Project GIRL (Gender-Fair Language Integration Module as Responsive Learning)	Lamon Bay School of Fisheries/ Gumaca East
3	Riciel C. Quilapio	Improving the Numeracy Level of Grade Six Pupils in Gumaca West District through the Implementation of Project INPUT	Gumaca West Central School/ Gumaca West
4	Victorino P. Pinawin	Phenomenological Study of Cloud-Based Accounting Skills in Senior High School Curriculum	Gumaca National High School/ Gumaca West
5	Luzviminda P. Ware	Alleviating Stress in Rating Students' Behavior Using Project CORE Values (Consolidated Overall Rating and Evaluation of Values awardees)	Gumaca National High School/ Gumaca West
6	Shara Jeane D. Niala	Project e-Localized: A Utilization of Electronic Books and Printed	Villa Perez Elementary School/ Gumaca West

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

		Localized Reading Materials to Enhance the Level of Reading Comprehension in Filipino of Grade Three	
7	Joyce A. Aguilar	Project SPELL: An Intervention to Improve the Spelling Skills of Grade 10 Learners at Villa Perez National High School	Villa Perez National High School/ Gumaca West
8	Geraldine P. Robles Jennet M. Itable	Coping Strategies and Students' Engagement Among Senior High School Students Amidst the COVID-19 Pandemic	Villa Perez National High School/ Gumaca West
9	EPIFANIA A. LOGMAO	Enhancing the Performance of Grade 10-SSP Students of Gumaca National High School in Science through the use of project CHEM (Comprehensive Homebased Enhancement Material)	Gumaca National High School/ Gumaca West
10	Art Margaret V. Limpiado	Improving Online Distance Learning Students' Performance Task Rating in English through Project COLLAB	Gumaca National High School/ Gumaca West
11	Jeth Ysrael R. Manalo	Reducing Plagiarism among High School Journalism Students under Print Modular	Gumaca National High School/ Gumaca West

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

		Distance Learning through Project LEGIT	
12	Joana Marie P. Cabañero	Project ARMS (Audio-Assisted Reading Using Marungko Approach for Students): A Tool to Improve The Level Of Oral Reading Performance in Filipino of Grade 2- Maalaga Pupils in Plaza Rizal Elementary School	Plaza Rizal Elementary School/ Gumaca West
13	Arwen Jeff J. Cabañero	Improving the Level of Performance of Grade 3 Pupils in Multiplying Whole Numbers through the Implementation of Project CombiMathS (Combination of Math Strategies in Multiplication) in Villa Victoria Elementary School	Villa Victoria Elementary School/ Gumaca West
14	Ross Anne I. Pedragoza	Enhancing the Spelling Performance of Grade 6 Mahusay Pupils of Plaza Rizal Elementary School through the Utilization of Project SWE (Spell Words Everyday)	Plaza Rizal Elementary School/ Gumaca West
15	Edelweza F. Palad	Improving the Number Sense of Grade 2 Pupils of Samat Elementary School Using Project ReCount (Recalling Basic Counting and Mathematical Skills)	Samat Elementary School/ Lopez East
16	Vivian B. Canzon	Building a Strong Foundation to Develop	Samat Elementary School/ Lopez East

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

		Basic Mathematics Skills among Kindergarten Students of Samat School Using Project Numbers Alive	
17	Sherilyn L. Danseco	Enhancing the Reading Skills of Grade 4 Pupils of Samat Elementary School in English Using Project BASA (Basic to Advance Systematic Assimilation of Reading)	Samat Elementary School/ Lopez East
18	Rejulios M. Villenes, PhD	Process Contextualization of Basic Education Action Research: Design and Development of the Multi-Analysis Layered Nexus (MALN) Approach	Lopez East District
19	Edelweza F. Palad	Improving the Reading Skills of Grade 2 Pupils of Samat Elementary School in English Using Project ReWrite	Samat Elementary School/ Lopez East
20	Leonardo F. Zulueta	Scenario-Based Microlearning Strategy for Improved Basic Science Process Skills in Self-Directed Learning	San Isidro Elementary School/ Mulanay II
21	Arnold T. Baldevia	Success and Failure in Physical Science Pedagogy: Reflections From Teachers and Students in Rural Context	San Francisco II
22	Rodel M. Morcilla	Project SAVE: An Intervention Program in Increasing the Level of	Tagbacan Ibaba Elementary School/ Catanauan I

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

		Disaster Preparedness among Parents	
23	Jocelyn Rosete Charlene Joy Oliveros Nestor Sandoval	Teenage Pregnancy in Alabat Island	Alabat Island National High School/ Alabat
24	John Howard D. Nombrefia	Effectiveness of Students Prediction Monitoring and Evaluation Tools (SPMET): Basis for Managing Student Records	Casay National High School/ San Francisco I
25	Norman E. Dañez John William D. Villarosa	Improving Integrated Science Process Skills via Project-Based Learning in Physical Science	Calauag National High School/ Calauag West
26	Albert P. Mercado, PhD	Validation of Teacher-Made Work Immersion Portfolio for Technical Vocational Livelihood Students for Utilization	Buenavista National High School/ Buenavista I
27	Magelyn F. Organo Mary Audie D. Cariaga	Improving the Reading Level of Grade 7 Students of San Jose National High School through Project Reach STARS (Reach Students to Achieve Reading Success)	San Jose National High School/ Catanauan I
28	Marynel P. Olvida Richard C. Catarroja Reilyn M. Caguite Bebelyn G. Nicoleta	Increasing the Mean Percentage Score in Mathematics among Grade V Pupils through MaTEAMATECH Video Presentation	Ajos Elementary School/ Catanauan I
29	Patrick A. Arenas Zarah A. Masinag Rodolfo P. Peregrina Jr.	Enhancing the Level of Competency of San Roque National High School Teachers in Writing Action Research through Project	San Roque National High School/ Catanauan I

DEPEDQUEZON-TM-SDS-04-009-003

“Creating Possibilities, Inspiring Innovations”



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

		STraW (Seminar, Training, and Workshop)	
30	Jerrylou Anda Marwin Nocum	Increasing the Mean Percentage Score of Grade 8 & 10 Learners of San Roque National High School through Project MATH (Monitoring And Teaching at Home)	San Roque National High School/ Catanauan I

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

[Enclosure No. 4 to DM No. _____, s. 2023]

Technical Working Committee

Name of Committee	Composition
Overall Program Management	Chairperson: SDS Rommel C. Bautista, CESO V Vice Chairperson: Herbert D. Perez, ASDS Members: <ul style="list-style-type: none">• Elizabeth M. De Villa, SGOD Chief• Lorena S. Walangsumbat, CID Chief• Raul R. Agaran, EPS• Oscar R. Duma Jr., SEPS• Marbin Jeramil D. Fragata, PO III• Regina V. Marino, SEPS
Registration	<ul style="list-style-type: none">• Regina V. Marino, SEPS• Arlene M. Tolentino, AO II• Ajean Ogerio, AO II• Sub-Offices Staff• Administrative Officers (All Districts)
Program and Invitation	<ul style="list-style-type: none">• Lorena S. Walangsumbat, CID Chief• Jee Ann O. Borines, EPS• Joan Alejaida R. Mauhay, EPS• Joe Angelo Basco, PDO II
Reception	<ul style="list-style-type: none">• Elizabeth M. De Villa, SGOD Chief• Mary Joyce P. Salamat, EPS II• Mark Angelo Tiusan, PDO I
Physical Arrangement	<ul style="list-style-type: none">• Maria Dolores D. Atienza, AO V• Arvin Repaso, PDO II• Fernando T. Seño, EPS• Paul Clifford N. Marquez• Engr. Gian O. Pardilla, Senior Technical Assistant
Food and Refreshments	<ul style="list-style-type: none">• Carolina T. Zaracena, PSDS• Asuncion C. Ilaog, EPS• Maria Bernadit M. Tupas, EPS II• All PSDSs
Research Presentations and Documentation	<ul style="list-style-type: none">• Oscar R. Duma Jr., SEPS• Abner I. Pureza, EPS• Leah A. Perez, PDO I• Wilbert B. Porteza, ITO I

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

	<ul style="list-style-type: none">• ICT Staff
Health and Safety	<ul style="list-style-type: none">• Dr. Marie Antoinette Tesalona, MO II• Teresita M. Abella, Nurse• Arvin P. Repaso, PDO II• District Nurses• District DRRM Coordinators
Monitoring and Evaluation	<ul style="list-style-type: none">• Michelle G. Duma, SEPS

DEPEDQUEZON-TM-SDS-04-009-003



“Creating Possibilities, Inspiring Innovations”

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph

Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

[Enclosure No. 5 to DM No. _____, s. 2023]

Guidelines on the Preparation of Payroll for the Provincial Government's Cash Allowance for Teaching, Teaching-related and Non-teaching Personnel

The following set of guidelines is issued to the field for guidance in the preparation of payroll for teaching, teaching-related and non-teaching personnel, which is provided by the Provincial Government of Quezon:

1. Only those employees with permanent and locally funded/casual/job order appointments as of December 31, 2022, are entitled to receive the cash allowance, provided they are still in the service as of the date of grant.
2. Retired personnel from January 2022 to October 2023 are not eligible to receive the cash allowance.
3. Eligible teaching, teaching-related and non-teaching personnel with permanent appointment as of the cut-off date need to submit their School Form 7 to support their claim for the allowance.
4. Locally funded teachers shall submit a certification from the local chief executive, noted by the Schools Division Superintendent.
5. Transferees who met the requirement but are not included in the Form 7 of the present school shall submit a certification from their current School Head that they have a regular permanent appointment. In connection, their names must not appear in the former station's payroll.
6. Qualified personnel who have changed their names due to marriage are advised to submit a copy of the marriage certificate and appointment.
7. PTA-funded teachers are not entitled to receive cash allowance.
8. The schedule of submission of payroll for cash allowance and transportation is listed below:

Cluster No.	Schedule of Submission
1	August 14-18, 2023
2	August 21-25, 2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

3	August 28-September 1, 2023
---	-----------------------------

Notes: Submission of payroll for elementary schools is per district, while per school for the secondary. The [number assigned to each personnel] in the [*Certification of the School Head on the List of Personnel...] should be consistent with the number used in other documents for easier tracing.

9. Please refer to the following requirements for the Cash Allowance and the Travel Allowance:

Required Documents for Cash Allowance	Remarks
Payroll [P3,000.00 – 300.00= P2,700.00] (Annual Salary of P250,000 above, less tax)	3 copies with signature (template to be provided by the Provincial Office)
*Certification of the School Head on the List of Personnel Entitled to Receive the Allowance	1 copy with signature
Form 7, December 2022	Certified photocopy
Identification Card	Authorized only (certified photocopy)
Special Power of Attorney (no attached ID)	1 copy (notarized)
Certification of Locally Funded	1 copy

Required Documents for Travelling and Other Incidental Expenses	Remarks
Payroll	3 copies with signature
Certification of the School Head on the List of Personnel Entitled to Receive the Allowance	1 copy with signature
Special Power of Attorney (no attached ID)	1 copy (notarized)
Travel Order	Signed by the School Head/ASDS
Certificate of Appearance	Submit to Ma'am Nimfa Dayahan
Identification Card	Authorized only (certified photocopy)

DEPEDQUEZON-TM-SDS-04-009-003

"Creating Possibilities, Inspiring Innovations"



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Form 7, December 2022	Certified photocopy
Certification of Locally Funded	1 copy

Notes: Kindly check the names based on the School Form 7. Print the school name and contact number in every page for easy tracing. Check the total amount per page and page number.

No.	Municipalities within 50km Radius
1	Dolores
2	Sariaya
3	Candelaria
4	Tiaong
5	San Antonio
6	Lucban
7	Sampaloc
8	Mauban
9	Pagbilao
10	Atimonan
11	Agdangan
12	Plaridel
13	Unisan

Notes: Municipalities not included in the above list are entitled to a travel allowance amounting to P300.00. On the other hand, travel allowance of those in the list is dependent on the prevailing transportation rate of their respective municipalities, certified by the Municipal Treasurer; the amount may be lower but not more than P300.00

-Nothing follows.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph