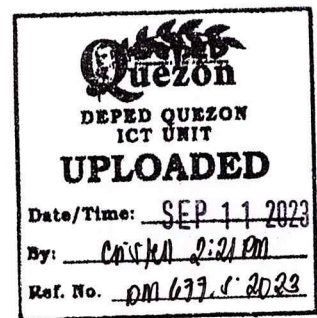




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 September 2023

DIVISION MEMORANDUM
DM No. 677, s. 2023

**CAPACITY BUILDING OF DISTRICT SUPERVISORS ON WRITING A
RESEARCH PROPOSAL**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
All Others Concerned

1. As part of institutionalizing the Research Management Guidelines anchored on DepEd Order No. 16, s. 2017 and addressing the research priorities of the Department per DO 39, s. 2016 titled Basic Education Research Agenda, SDO Quezon organized different committees in the schools, districts and Division Office to promote the culture of research in Quezon province by implementing a research program for their respective governance levels.
2. In connection, the Division Office, through the Schools Division Research Committee (SDRC), shall hold a live-in capacity building for all Public Schools District Supervisors (PSDSs) who have relevant role in guiding the District Research Committee's (DRC) quality assurance of submitted research, and assisting researchers in writing their proposals. Additionally, this activity is in support of their Key Result Area (KRA) on Research which states that they should "conduct action research on curriculum implementation, needs, and issues, appropriate interventions for the assigned district, as well as best practices, and submit findings and recommendations for management action and policy formulation."
3. The Capacity Building of District Supervisors on Writing a Research Proposal shall be held on September 27-28, 2023 at a venue to be announced in a separate Memorandum.

DEPEDQUEZON-TM-SDS-04-009-003



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4. At the end of the two-day professional development activity, the participants are expected to have identified the steps in formulating the research objectives; reviewing and citing literature; writing an intervention for action research and questionnaire for basic research; and selecting research designs. A draft research proposal guided by their learning shall be the output.
5. Registration on September 27, 2023 starts at 7:00 a.m., to be followed by the program preliminaries at 8:00 a.m. Participants are requested to bring their laptop, extension cord, and extra wifi device, if available. These resources shall be needed during the workshop or individual work.
6. The closing program on September 28, 2023 is expected to end at 4:30 p.m.
7. Food, venue, accommodation and travel expenses of the participants and members of the program management team (PMT) shall be charged against the Division MOOE or other local funds.
8. Please see Enclosure Nos. 1 and 2 for a copy of the Indicative Program of Activities and the List of PMT-Technical Working Committee members, respectively.
9. Strict compliance to and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



parord/09/04/2023

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[Enclosure No. 1 to DM No. 677, s. 2023]

Indicative Program of Activities

Time	Activity/Content	Persons Responsible
<i>September 27, 2023</i>		
7:00 – 8:00 a.m.	Registration/Breakfast	Mary Joyce Salamat-Montaña Regina V. Marino <i>SDRC Secretariat/TWC</i> Participants
8:00 – 9:00 a.m.	<i>Preliminaries</i> AVP (National Anthem, CALABARZON March, Prayer) Program Facilitation	Leah A. Perez Marbin Jeramil D. Fragata Raul R. Agaran <i>SDRC Secretariat/TWC</i>
	Welcome Remarks	Herbert D. Perez <i>SDRC Chair/ASDS</i>
	Inspirational Message	Rommel C. Bautista, CESO V <i>SDRC Adviser/SDS</i>
	Statement of Purpose	Elizabeth M. De Villa <i>SDRC Co-Chair/SGOD Chief</i>
<i>Discussion</i>		
9:00 – 10:00 a.m.	Policy and Guidelines on Research Management	Oscar R. Duma Jr. <i>Research Focal Person/SEPS</i>
10:00 – 10:15 a.m.	<i>Health Break</i>	
10:15 – 11:50 p.m.	Formulating the Research Objectives (Context and Rationale; Research Questions)	Learning Facilitator No. 1
11:50 – 12:50 p.m.	<i>Lunch Break</i>	
12:50 – 1:00 p.m.	<i>Energizer</i>	<i>Congressional District 1</i>
1:00 – 2:00 p.m.	Reviewing and Citing Literature (Narrative and Parenthetical Citation)	Learning Facilitator No. 2
2:00 – 3:30 p.m.	Steps in Writing an Intervention for Action Research/ Questionnaire for Basic Research	Learning Facilitator No. 3
3:30 – 3:45 p.m.	<i>Health Break</i>	
3:45 – 4:30 p.m.	Individual Work/ Drafting the Proposal (Part 1)	Participants
4:30 – 5:00 p.m.	Program Evaluation Check-in	Participants Ma. Bernadit M. Tupas <i>EPS II- SMME/TWC</i>

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Time	Activity/Content	Persons Responsible
September 28, 2023		
7:00 – 8:00 a.m.	Attendance/Breakfast	Mary Joyce Salamat-Montaña Regina V. Marino <i>SDRC Secretariat/TWC</i> Participants
8:00 – 8:30 a.m.	Management of Learning Program Facilitation	<i>Congressional District 2</i> Leah A. Perez <i>SDRC Secretariat/EPS</i>
<i>Discussion</i>		
8:30 – 10:30 a.m.	Selecting Research Designs (Participants, Methods and Tools)	Learning Facilitator No. 4
10:30 – 10:45 a.m.	Health Break	
10:45 – 11:50 p.m.	Individual Work/ Drafting the Proposal (Part 2)	Participants
11:50 – 12:50 p.m.	<i>Lunch Break</i>	
12:50 – 1:00 p.m.	<i>Energizer</i>	<i>Congressional District 3</i>
1:00 – 2:00 p.m.	Small Group Discussion and Peer Critiquing	Participants
2:00 – 3:00 p.m.	Big Group Sharing	Participants
3:00 – 3:15 p.m.	<i>Health Break/ Program Evaluation</i>	
3:15 – 4:00 p.m.	<i>Closing Program</i> Distribution of Certificates Photo Opportunity	<i>Congressional District 4</i> TWC
4:00 – 5:00 p.m.	Check-out	Participants TWC

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[Enclosure No. 2 to DM No. 677, s. 2023]

List of PMT-TWC Members

Name of Members	Roles
Rommel C. Bautista, CESO V <i>SDS</i>	SDRC Adviser
Herbert D. Perez <i>ASDS</i>	SDRC Chairperson
Elizabeth M. De Villa <i>SGOD Chief</i>	SDRC Co-Chair
Lorena S. Walangsumbat <i>CID Chief</i>	SDRC Co-Chair
Oscar R. Duma Jr. <i>SEPS-PAR</i>	Proponent Program Manager
Regina V. Marino <i>SEPS-HRD</i> Mary Joyce Salamat-Montaña <i>EPS II-HRD</i>	SDRC Secretariat Registration and Logistics in Charge
Leah A. Perez <i>PDO I</i> Marbin Jeramil D. Fragata <i>PO III</i> Raul R. Agaran <i>EPS-SGOD</i>	SDRC Secretariat Program and Facilitation in Charge
Ma. Bernadit M. Tupas <i>EPS II-SMME</i>	M&E in Charge
Juanito A. Merle <i>EPS-SHS</i> Reicon C. Condes <i>MT-II</i> Rejulios M. Villenes <i>PSDS</i> Michelle Duma <i>SEPS-SMME</i>	Learning Facilitators

-Nothing follows.

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