



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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By: *[Signature]* 0938

22 Apr 2024

DIVISION MEMORANDUM

No. 143, s. 2024

2024 DIVISION RESEARCH ASSEMBLY

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. Pursuant to DepEd Order No. 16, s. 2017, Research Management Guidelines (RMG), this Office, through the Planning and Research Section of the School Governance and Operations Division, announces the conduct of **2024 Division Research Assembly** with the theme: "Synergy, Innovation, and Collaboration" on **October 16-18, 2024, Wednesday to Friday, 8:00 a.m. to 5:00 p.m.** at **Tanza Oasis Hotel and Resort**, Km 41 A. Soriano Hi-way, Barangay Capipisa East, Tanza, Cavite.

2. This activity will provide a clear overview of the research guidelines in managing research initiatives in different levels of governance as well as the procedures, mechanisms, and strategies on crafting action research. The activity will also provide an avenue for researchers to disseminate their research finding for probable benchmarking and utilization of research studies. Participants will be able to refine their knowledge, skills, and attitude towards the conduct of research. Furthermore, participants will be oriented on the recent development of the Basic Education Research Agenda anchored on the new DepEd MATATAG Agenda.

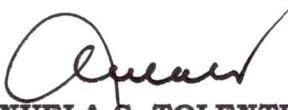
3. Public Schools District Supervisors and Schoolheads are instructed to undertake the necessary mechanisms to ensure that classes of teachers who will attend the said activity will not be disrupted in compliance with DepEd Order No. 5, s. 2005 titled *Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith*.

4. Board and lodging shall be charged against Special Education Funds. School representatives/participants' travel expenses shall be charged against School MOOE or local funds while travel expenses of SDO participants shall be charged against Division MOOE subject to usual accounting and auditing rules and regulations.

5. Enclosed are the list of participants, indicative program of activities, and program committee for reference.

6. For inquiries and clarifications, please contact **Edward R. Manuel**, Senior Education Program Specialist of Planning and Research Section at edward.manuel001@deped.gov.ph and/or (049) 547-0105.

7. Immediate and widest dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order No. 16, s. 2017

SGOD/PR

/ ERM /
/ 04/22/2024

/ DM - 2024 DIVISION RESEARCH ASSEMBLY

Enclosure 1: List of Participants

Top Management

1	Manuela S. Tolentino, CESO V	Schools Division Superintendent
2	Arlene S. Ricasata, CESO VI	Assistant Schools Division Superintendent

Chief Education Supervisors

3	Bayani V. Enriquez	School Governance and Operations Division
4	Mary Ann L. Tatlongmaria	Curriculum Implementation Division

Program Proponent

5	Edward R. Manuel	Senior Education Program Specialist
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Schools Division Research Committee

6	Leslie V. Denosta	Education Program Supervisor
7	Ronaldo P. Bago	Education Program Supervisor
8	Violeta M. Umel	Education Program Supervisor
9	Joel J. Valenzuela	Education Program Supervisor
10	Gertrude A. Anunciacion	Education Program Supervisor
11	Sonny L. Atanacio	Public Schools District Supervisor
12	Romulo D. Casipit	Public Schools District Supervisor

Medical Team

13	Pamella I M. Tamayo	Dentist II
14	Carmencita K. Juntilla	Nurse II

Technical Working Group

15	Charles M. Patio	Planning Officer III
16	Mary Joy L. Cabiles	Senior Education Program Specialist
17	Precious Joy A. Coronado	Engineer III
18	Maureen Jane Q. Alangco	Project Development Officer I
19	Eva Joyce V. Cabantog	Education Program Specialist II
20	Donna Jane M. Alfonso	Senior Education Program Specialist
21	Artnafe N. Ode	Registrar I
22	Isidra L. Galman	Senior Education Program Specialist
23	Ernane S. Escuvania	Project Development Officer II
24	John Aries R. Hernandez	Administrative Aide I
25	Justin K. Pactores	Administrative Aide I

Participants-School Research Coordinators

	School	School Research Coordinator
26	Biñan Elementary School	Catherine A. Costoy
27	Canlalay Elementary School	Rosalie O. Ladanga
28	Dela Paz Main Elementary School	Minerva B. Oxales
29	Dela Paz West Elementary School	Marites S. Soñega
30	Dr. Jose. G. Tamayo Memorial Elementary School	Leonides D. Nadela
31	Dr. Marcelino Z. Batista Memorial Elementary School	Heidi N. Rara
32	Ganado Elementary School	Alyssa Jane V. Encanto
33	Langkiwa Elementary School	Belinda G. Marcaida
34	Loma Elementary School	Laryna D. Delos Santos
35	Malaban Elementary School	Glicel K. Salvador

36	Malaban East Elementary School	Charie Maeh M. Dela Rosa
37	Mamplasan Elementary School	Ma Eleanor Maala
38	Our Lady of Lourdes Elementary School	Maricel M. Mahusay
39	Pagkakaisa Elementary School	Cindy Annie Lace T. Veracruz
40	Pedro H. Escueta Memorial Elementary School	Louisse Gayle R. Antuerpia
41	Platero Elementary School	Josie J. Dimailig
42	San Francisco Elementary School	Cecilia A. Jerez
43	San Vicente Elementary School	Jamaira A. Silvallana
44	Soro-Soro Elementary School	Camille T. De Pedro
45	Sto. Tomas Elementary School	Ramon S. Janaban IV
46	Southville 5a Elementary School-Langkiwa	Charmy M. Hernandez
47	Southville 5 Elementary School- Timba	Lovely F. Gautane
48	Timba Elementary School	Celeste A. Varin
49	Tomas A. Turalba Memorial Elementary School	Jessa Mae S. Cervantes
50	Tubigan Elementary School	Christine Nicole G. Bicomong
51	Zapote Elementary School	Flordeliza C. Jacinto
52	St. Anthony Integrated School	Ma. Paula Angelika AC. Alag
53	Biñan City Science and Technology High School	Ann Catherine R. Recillo
54	Biñan Integrated National High School	Ana Maria C. De Guzman
55		Freddie John V. Calumno
56	Biñan Secondary School of Applied Academics	Diane M. Furio
57	Dela Paz National High School - Annex	Clarisel M. Hernandez
58	Jacobo Z. Gonzales Memorial National High School	Maribel L. Nayad
59	Mamplasan National High School	Kristela Janine A. Hortal
60	Nereo R. Joaquin National High School	Melody J. Batino
61	Southville 5A Integrated National High School	Rica Grace R. Jimenez
62	Saint Francis National High School	Kimberly L. Peñaflorida
63	Biñan City Senior High School-San Antonio Campus	Jie Ann B. Otilla
64	Binan City Senior High School Timba Campus	Ronald D. Romero
65	Biñan City Senior High School-Sto. Tomas Campus	Kathleen E. Espina
66	Biñan City Senior High School-West Campus	Ann Ruby A. Blando

Participants-Master Teachers

	School	Master Teacher
67	Platero Elementary School	Maria Elena B. Hernandez
68	Malaban Elementary School	Gerlie L. Bunag
69	Loma Elementary School	Estela B. Bragais
70	Pedro H. Escueta Memorial Elementary School	Apolonia L. Cerdina
71	Soro-Soro Elementary School	Niño Flor H. Rafer
72	Southville 5A Elementary School-Langkiwa	Ma. Theresa V. Olitoquit
73	Southville 5 Elementary School-Timba	Jimelyn E. Olicia
74	Tomas A. Turalba Memorial Elementary School	Nerissa P. Espelimburgo
75	Biñan Integrated National High School	Almira L. Espinas
76	Biñan Secondary School of Applied Academics	Amabelle P. Garcia
77	Jacobo Z. Gonzales Memorial National High School	Jermaine B. Alatiit
78	Southville 5A Integrated National High School	Gerardo L. Cuenca
79	Biñan City Senior High School-San Antonio Campus	Johnellie I. Abrera
80	Saint Francis National High School	Gladys A. Palomo

Enclosure 2: Program of Activities

2024 DIVISION RESEARCH ASSEMBLY
“Synergy, Innovation, and Collaboration”
 October 16-18, 2024, 8:00 a.m. to 5:00 p.m., Tanza Oasis Hotel and Resort

PROGRAM OF ACTIVITIES

Day 1 (October 16, 2024)

Opening Prayer	AVP
National Anthem	AVP
DepEd Quality Policy Statement	AVP
Opening Remarks	ARLENE S. RICASATA, CESO VI Assistant Schools Division Superintendent Chair, Schools Division Research Committee
Message of Encouragement and Inspiration	MANUELA S. TOLENTINO, CESO V Schools Division Superintendent Adviser, Schools Division Research Committee
Message	BAYANI V. ENRIQUEZ Chief, School Governance and Operations Division Co-chair, Schools Division Research Committee MARY ANN L. TATLONGMARIA Chief, Curriculum Implementation Division Co-chair, Schools Division Research Committee
Acknowledgement of Participants	FREDDIE JOHN V. CALUMNO President, League of Biñan City Research Leaders
Pre-Evaluation, Statement of Purpose, and Discussion of Program Matrix	EDWARD R. MANUEL Senior Education Program Specialist-Planning and Research
Research Assembly	Session 1: Developing Responsive and Meaningful Research Session 2: Research Management Guidelines and Research Management Process in the Division of Biñan City Session 3: School Research Initiatives Session 4: Research Templates
Question and Answer	Program Facilitator
Closing Activities	Program Facilitator

Day 2 (October 17, 2024)

Opening Prayer	AVP
Nationalistic Song	AVP
Management of Learning Preliminary Activities	MARIA ELENA B. HERNANDEZ Vice-President, League of Biñan City Research Leaders
Statement of Purpose Discussion of Program Matrix	EDWARD R. MANUEL Senior Education Program Specialist-Planning and Research

Research Assembly	Session 5: Problem Identification and Selecting Research Topic Session 6: Writing Research Questions Session 7: Innovation, Intervention, and Strategy Session 8: Selecting Appropriate Research Methodology and Data Analysis Session 9: Data Privacy and Research Ethics Session 10: Writing the IMRD Format and Research Dissemination
Open Forum	EDWARD R. MANUEL Senior Education Program Specialist-Planning and Research
Awarding of Certificates to the Presenters	Program Facilitator/League of Biñan City Research Leaders

Day 3 (October 18, 2024)

Opening Prayer	AVP
Nationalistic Song	AVP
Management of Learning Preliminary Activities	RICA GRACE R. JIMENEZ Secretary, League of Biñan City Research Leaders
Research Assembly	Presentation: School Research Initiative Presentation: Research Proposal
Awarding and Recognition Ceremony	Program Facilitator/League of Biñan City Research Leaders
Closing Remarks	EDWARD R. MANUEL Senior Education Program Specialist-Planning and Research
Post Evaluation and Feedback	SONNY L. ATANACIO Public Schools District Supervisor Chairperson, Process Observer
Closing Activity	Program Facilitator/League of Biñan City Research Leaders

EDWARD R. MANUEL
Program Facilitator

Enclosure 3: Program Committee

PROGRAM COMMITTEE	MEMBERS	TERMS OF REFERENCE
Registration, Monitoring, and Evaluation	Chairperson: Isidra L. Galman Members: Artnafe N. Ode Catherine A. Costoy Maria Elena B. Hernandez	<ul style="list-style-type: none"> • Registration for the 3 days activity • Conduct of pretest and post-test • Program evaluation (3rd day)-with SMME
Program and Invitation	Chairperson: Edward R. Manuel Members: Maureen Jane Q. Alangco Freddie John V. Calumno	<ul style="list-style-type: none"> • Crafting of program invitation • Program flow
Awards and Recognition	Chairperson: Mary Joy L. Cabiles Members: Donna Jane M. Alfonso Joel J. Valenzuela	<ul style="list-style-type: none"> • Prepare certificates for participants and resource speakers • Provide awards and token for speakers/facilitators/ researchers
Documentation	Chairperson: Eva Joyce V. Cabantog Members: Leslie V. Denosta Rica Grace R. Jimenez Ronald D. Romero	<ul style="list-style-type: none"> • Recording of the 3-days program • Photo documentation • Crafting narrative reports (daily and terminal report)
Food and Accommodation	Chairperson: Precious Joy A. Coronado Members: Ramon S. Janaban IV Ernane S. Escuvania	<ul style="list-style-type: none"> • Coordinate with the caterer for the food and accommodation
Technical ad Physical Set-up	Chairperson: Charles M. Patio Members: Leonides D. Nadela Justin K. Pactores John Aries R. Hernandez	<ul style="list-style-type: none"> • Coordinate with the technical staff of the hotel for the preparations and arrangement of technical matters (e.g. sound, lights, tables, chairs, etc.)
Process Observers	Chairperson: Sonny L. Atanacio Members: Romulo D. Casipit Gertrude A. Anunciacion Ronaldo P. Bago Violeta M. Umel	<ul style="list-style-type: none"> • Monitors the conduct of activity and gives substantial inputs and evaluation daily and to the program in general
Safety and Security	Chairperson: Pamella I M. Tamayo Members: Carmencita K. Juntilla Ernane S. Escuvania	<ul style="list-style-type: none"> • Ensure safety and security of participants and facilitators throughout the activity