



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



BY: \_\_\_\_\_ DATE: \_\_\_\_\_

10 October 2024

**REGIONAL MEMORANDUM**

ORD No. 1042, s. 2024

**To:** Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

**TRAINING-WORKSHOP ON RESEARCH MANAGEMENT**

1. Pursuant to DepEd Order no. 16 s. 2017 entitled Research Management Guidelines, this Office, through the Policy, Planning and Research Division (PPRD), in its thrust to promote a culture of research and to strengthen the use of research tools in managing research shall conduct the above-captioned activity on **October 23-25, 2024** to be held somewhere in Cavite or Batangas.
2. This three-day activity aims to capacitate the participants in the use of the different tools in research. Specifically, it aims to:
  - a. utilize the Quality Control Checklist (QCC),
  - b. utilize the E-Saliksik Research Portal and the Action Research Toolkit, and
  - c. prepare regional and division targets for BERF cycle 2025.
3. Attached are the enclosures for your information and guidance: (a) List of Participants and (b) Indicative Program of Activities. Participants are requested to bring a laptop and extension cord. Division Research Coordinators are requested to bring the Work Financial Plan or Annual Implementation Plan on research from FY 2022 to 2024. Check-in for Regional participants and Technical Working Group is on October 22, 2024, at 2:00 PM with dinner as the first meal, while the Division participants are expected to arrive on October 23 at 8:00 AM, last meal is PM snacks on October 25, 2024.
4. Traveling and other incidental expenses relative to this activity shall be charged against the local funds subject to the usual government accounting and auditing rules and regulations.
5. For clarifications and further inquiries, kindly contact Mr. Vergel Jairus J. Emas, Regional Research Coordinator through this email: [research.ncr@deped.gov.ph](mailto:research.ncr@deped.gov.ph).
6. Wide dissemination of and compliance with this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Director IV

References: *DO 16 s. 2017 RMG*  
To be indicated in the Perpetual Index under the following subjects:  
RESEARCH    EDUCATION

PPRD/JAI – Training Workshop on Research Management  
October 10, 2024



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)

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**Enclosure 1: List of Participants**

Governance Level	No. of Participants	Name/Position/Designation
Central Office	3	PS-PRDD Resource Persons
Regional Office Personnel	6	Richard B. Catain, EPS, QAD Atty. Maria Hannah D. Perez, Atty III, Legal Unit Ariane Astrero, AO I, AMS Melody Jolo, AO I, Cash Unit Geraldine Alizer, RPSU Rodolfo J. Colocar, EPS, HRDD-NEAP
Division Office	16	Caloocan City - Romina Agustin Las Piñas City - Sharon C. Razon Makati City - Raynan C. Marcelo Malabon City - Mutya R. Dadizon Mandaluyong City - Christian Marx Rivero Manila City - Paulyne Joanne R. Pascual Marikina City - Noemi A. Velario Muntinlupa City - Phoebe Arroyo Navotas City - Bonifacio D. Dullas, IV Parañaque City - Evangeline C. Dabuit Pasay City - Maria Jacqueline Bernardino Pasig City - Judith Jenea R. Zareno Quezon City - Edgar Allan V. Oliver, Jr. San Juan City - Michael P. Rull Taguig City and Pateros - John Keeneth M. Ferrera Valenzuela City - Ruel Dogma
Regional Office Technical Working Group	5	Lilia A. Ricero, OIC-Chief & EPS, PPRD Herbert D. Vertucio, EPS Vergel Jairus J. Emas, EPS II Nerissa Z. Lauan, PO III Joseph T. Indicio, Stat I
	30	Total



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**Enclosure 2: Indicative Program of Activities**

<b>Date &amp; Time</b>	<b>Topic/Activity</b>	<b>Person/s-in-Charge</b>
<i>Day 1, Tuesday October 22, 2024</i>		
2:00 PM onwards	Arrival and Check In	RO TWG & ROP
<i>Day 1, Wednesday October 23, 2024</i>		
8:00 – 9:00 AM	Registration and Arrival of Participants	SDO
9:00 – 9:30 AM	Preliminaries Nationalistic Song Prayer Quality Policy Standards Admin Reminders Acknowledgement of Participants Inspirational Message  Statement of Purpose	PPRD  Jocelyn DR Andaya, Director IV Cristito A. Eco, ARD Lilia A. Ricero, OIC Chief & EPS, PPRD
9:30 – 12:00 NN	Session 1: Analyzing Research Data Using Statistics	Raynan R. Marcelo SEPS P & R SDO Makati City
12:00 – 1:00 PM	LUNCH	
1:00 – 1:30 PM	Session 2: Appreciation of Research Forms BERF Monitoring Mechanism Research Advocacy Activities Utilization of Completed Research BERF Research Cycle Activities	PPRD
1:30 – 3:00 PM	Workshop 1: Research Advocacy Activities Research Management Process Presentation	Participants
3:00 – 5:00 PM	Workshop 2: Identification of Key and Immediate Challenges in Managing Research Presentation of Summary of Identified Gaps and Challenges	PPRD
<i>Day 2, Thursday October 24, 2024</i>		
8:10 – 8:30 AM	Preliminaries	SDO
8:30 – 10:30 AM	Session 1.1: Use of Quality Control Checklist for Action Research	PS-PRDD
10:30 – 12:00 NN	Workshop 1.1: Quality Control Checklist for Action Research	PS-PRDD
12:00 – 1:00 PM	LUNCH	
1:00 – 2:30 PM	Session 1.2:	PS-PRDD



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	Use of Quality Control Checklist for Basic Research	
2:30 – 4:00 PM	Workshop 1.1: Quality Control Checklist for Basic Research	PS-PRDD
<i>Day 3, Friday October 25, 2024</i>		
8:10 – 8:30 AM	Preliminaries	SDO
8:30 – 9:00 AM	Session 4: E-Saliksik Research Portal	PS-PRDD
9:00 – 12:00 NN	Session 2: Action Research Toolkit	PS-PRDD
12:00 – 1:00 PM	LUNCH	
1:00 – 1:30 PM	Research Management Updates	PPRD
1:30 – 3:00 PM	Next Steps, Ways Forward Closing Message Closing Ceremony	PPRD



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
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