



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE-CAPIZ

July 15, 2024

DIVISION MEMORANDUM
NO. 399, s. 2024

**CAPABILITY BUILDING CUM TECHNICAL ASSISTANCE ON THE CRAFTING OF
RESEARCH FOR BASIC EDUCATION RESEARCH FUND (BERF)**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. In consonance with DepEd Order No. 16, s. 2017 titled “**Research Management Guidelines**,” technical assistance and capability-building activities shall be provided to education managers and other DepEd personnel to enhance their skills and competencies in conducting research.
2. In this connection, this Office, through the Research and Planning Unit of the School Governance and Operations Division, will conduct a “**Capability Building on the Crafting of Research for Basic Education Research Fund (BERF) Cum Technical Assistance**” on August 24, 2024. The venue will be announced later.
3. This activity aims to define the scope and direction of the research focus and to enhance further studies through the development of scientific theories, concepts, and ideas.
4. Participants to this activity are the Schools District Research Coordinators, and the Research Technical Group (TWG). Please see the attached list.
5. Participants and trainers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled “Updated Guidelines on the Grant of Vacation Service Credits to Teachers”. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability or other factors, and personal circumstances contrary to the principles of equal opportunity.
7. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As Stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH BERF TRAINING TECHNICAL ASSISTANCE



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@depd.gov.ph

Enclosure No. 1 to SDM No.399 s. 2024

CAPABILITY BUILDING CUM TECHNICAL ASSISTANCE ON THE CRAFTING OF RESEARCH
FOR BASIC RESEARCH EDUCATION FUND (BERF)

LIST OF PARTICIPANTS

RESEARCH WORKING COMMITTEE

Names	District
1. Lourdes Oropio	Panay
2. Saturnina Mayo	Pontevedra
3. Rosemary Artates	Panitan
4. Allien Ureta	Pres. Roxas
5. Jonel Sembrano	Maayon
6. Ellen May Rodriquez	Pilar
7. Monina Aleligay	Dao
8. Aileen Ureta	Cuartero
9. July Falagne EdD	Dumalag
10. Marilyn Felarca	Dumarao
11. Marilou Sheba Antonino EdD	Sigma
12. Ma. Lennie Andrada	Ivisan
13. Gina Artuz EdD	Jamindan
14. Lester Olilang	Sapian
15. Arlyn B. Luces PhD	Mambusao East
16. Jessica Lapena EdD	Mambusao West
17. Xyric Jan Andrade EdD	Tapaz East
18. Jay Loberiza EdD	Tapaz West
Research Technical Working Group	
19. Ma. Fatima Bolido	27. Evita Rose Busil
20. Zandie Ponce	28. Arbin Nobleta
21. Buddy Alvarez EdD	29. Rosario Cartujano
22. Symour Castillon EdD	30. Felilyn Verde
23. Romarie Balume	31. Ronald Artillero
24. Joy Diaz	32. Shellaine Belloga
25. Rodnie Wicas	33. Raymund Magbanua
26. Daniel Florence Equibal	



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Enclosure No. 2 to SDM No. 399, s. 2024

CAPABILITY BUILDING CUM TECHNICAL ASSISTANCE ON THE CRAFTING OF RESEARCH
FOR BASIC RESEARCH EDUCATION FUND (BERF)

Management Team, Quality Assurers and Facilitators

Roles	Persons Involved
Over-all Lead	Miguel Mac D. Aposin EdD, CESO V Schools Division Superintendent Luz U. Banson EdD CESE OIC-Assistant Schools Division Superintendent
Program Managers	Edna B. Azcarraga PhD OIC-Office of the SGOD Chief Margarie A. Obligacion PhD

Resource Persons, Facilitators, and TWG

Name	Resource Persons
Raymond Porras	RSEPS-PPRD
Margarie A. Obligacion PhD Estela V. Fano	SEPS-PAR P-II- Mambusao East NHS
Technical Working Group	Technical Working Group
Janette Demandante Jamie Rose Magsila	Head Teacher III- GMNES ADAS
Ronald Dile	QAME
Nurse on duty	



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Enclosure No. 3 to SDM No. 399, s. 2024

CAPABILITY BUILDING CUM TECHNICAL ASSISTANCE ON THE CRAFTING OF RESEARCH
FOR BASIC RESEARCH EDUCATION FUND (BERF)

TRAINING MATRIX

8:00-8:30	Preliminaries
8:30-9:30	Statement of the Purpose
9:30-12:00	Lecture on how to evaluate research proposals
1:00-4:00	Technical Assistance and Open Forum



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