



Republic of the Philippines
Department of Education
 REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

August 24, 2020





DIVISION MEMORANDUM
 NO. **246**, s. 2020

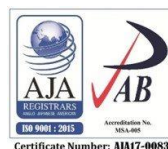
To: OIC, Assistant Schools Division Superintendent
 Schools Division Research Committees (SDRC)
 Municipal and City Research Committees (MRC)
 Cavite Association of Research Educators (CARE)
 All Concerned

DIVISION RESEARCH TRAINING

1. In the light of the DepEd Order No. 16, s. 2017, titled “Research Management Guidelines,” this Office supports the research activities that aim to train and capacitate our local researchers in conducting their research studies in the new normal. The Division Research Training shall be broadcasted via the DepEd Cavite Tayo Facebook Page on September 1-4, and 7-11, 2020, 1:00 P.M. to 3:30 P.M. All the parts of the basic and action researches shall be discussed during the 9-day training.
2. The objectives of this activity are:
 - a. Train and capacitate researchers to write and conduct their research studies in the new normal; and
 - b. Provide an avenue to discuss concerns on research writing.
3. The training shall be attended by all researchers and/or members of the Cavite Association of Research Educators in our Division.
4. Attached in this Memorandum are the Schedule of Training Content and Facilitators, Guidelines for the Participants, Technical Working Group Chairpersons, and Guidelines for the facilitators and Technical Working Groups.
5. All expenses relative to this activity shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. For more information, you may contact Ms. May Anne Joy D. Romanes via depedcavite.research@deped.gov.ph.
7. Immediate dissemination of this Memorandum is highly desired.



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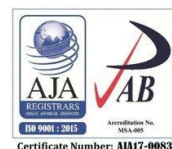
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ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MDR/DM no. 246, s.2020
ODC/DTS NO./08/24/2020



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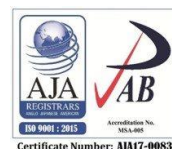
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Attachment 1 to Division Memo No. 246 s. 2020: Schedule of Training Content and Facilitators

Day/Time	Topic	Facilitator
Basic Research Writing		
Sept. 1, 2020	Introduction and Rationale Literature Review Research Questions	Mary Ann B. Gatpandan Cora del Rosario Marinelle Eslabon Cindi N. Alejandrino Annielyn C. Panganiban
Sept. 2, 2020	Scope and Limitations Research Design and Sampling Data Collection	Cindi N. Alejandrino Annielyn C. Panganiban Anthony C. Literal Neill U. Tirona Emilia R. Pastorin
Sept. 3, 2020	Data Analysis (Statistical Treatments)	Loida A. Arce Marvin Jay I. Maming
Sept. 4, 2020	Ethical Issues Time Table/Gantt Chart Plans for Dissemination and Advocacy	Elizabeth A. Soriano Eunika C. Zurbano Nenita J. Ricafrente Alice A. Malvar
Sept. 7, 2020	References (APA 7th Ed. Format) Research Instrument (Formulation, Validation) Consent Forms (Different Forms)	Marian D. Atas, Elizabeth A. Soriano Eunika C. Zurbano
Action Research Writing		
Sept. 8, 2020	Context and Rationale Action Research Questions Proposed Innovation, Intervention, and Strategy	Aries B. Manalo Joefel S. Horca Ma. Theresa E. Obrero



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		Josephine B. Manapsal Ma. Antonia P. Adao Cynthia Cadua
Sept. 9, 2020	Participants and/or Other Sources of Data and Information Data Gathering Method Action Research Work Plan and Timelines Plans for Dissemination and Utilization	Nanette D. Jalon Nerissa R. Betonio
Sept. 10, 2020	Data Analysis Plan	Florie Fernandez Joseph Butawan Joefel S. Horca Ma. Theresa E. Obrero Josephine B. Manapsal
Sept. 11, 2020	References Research Instrument Consent Forms	Nerlito M. del Mundo Jonalyn E. Perido Aires Rio C. Pereña



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Attachment 2 to Division Memo No. 246 s. 2020: Guidelines for the Participants

Registration

All participants shall register through a designated link to be posted in DepEd Cavite Research Facebook page and Cavite Association of Research Educators Facebook group. Each participant shall only register once. The registration shall only be available from August 31 to September 11, 2020.

Answering of Pre- and Post-test

Participants shall answer the pre- and post- tests before and after the lecture. For the particular hours in a given session to be reflected in the certificate, the participant must obtain a score of 7 out of 10 in their post-tests.

Answering of the Evaluation Form

A link for evaluation of each daily session shall be given at the end of the training.





Certificates

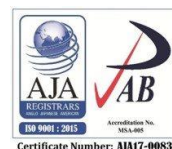
Participants shall be given certificates should they complete the following:

1. Registration;
2. Answering of Pre- and Post-tests; and
3. Answering of Daily Evaluation Form.

Only by satisfying all the above requirements shall the number of hours for a particular session shall be reflected in the Certificate of Participation. The total number of hours for completing this training is 22 ½ hours.



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Attachment 3 to Division Memo No. __ s. 2020: Technical Working Group Chairpersons

Executive Planning Committee:

DIANA P. TOPACIO
Chief, School Governance and Operations Division (SGOD)
Co-Chair, Schools Division Research Committee (SDRC)

MAY ANNE JOY D. ROMANES
Senior Education Program Specialist, Planning and Research
Member, SDRC

GREGORIA S. ATAS
OIC, Education Program Supervisor – SGOD
Member, SDRC

Registration Committee:

ARIES B. MANALO
President, Division Cavite Association of Research Educators (CARE)
Secretariat, Municipal Research Committee of Rosario District

Program Committee:

RONALYN P. SALAZAR
Secretariat, SDRC

Technical Committee:

MIGNON CECILLE M. MANGOBA
Division IT Officer





Documentation Committee:

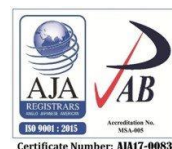
LOIDA A. ARCE
Vice President, Division CARE
Member, SDRC
Secretariat, Municipal Research Committee of Naic District

QATAME:

KRISTINE G. DELA ROSA
OIC-Senior Education Program Specialist, Monitoring and Evaluation



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Attachment 4 to Division Memo No. __ s. 2020: Guidelines for the Facilitators and Technical Working Groups





General Flow of the Program

1. Pre-test
 - Composed of 10 items
 - To be crafted by the assigned facilitators on a given date
2. Preliminaries
 - Prayer
 - National Anthem/Makabayan Song
3. Training Proper
 - Contains topics that are commonly used by DepEd Cavite researchers and can be applicable to the new normal
 - A maximum of 1 ½ hours per daily session shall be spent for the discussion of the assigned topics. Ex. Day 1 - Introduction and Rationale (30-min video), Literature Review (30-min video), and Research Questions (30-min video).
4. Open Forum
 - Shall be done in the presence if a moderator and the facilitators
5. Post-test
 - Same as pre-test

Important Dates

August 27, 2020 – Deadline of submission of video content outline and pre-tests
August 30, 2020 – Deadline of video submission to the Division ICT Coordinator (*File Name: Type of Research_Topic Assigned_District*)
August 31, 2020 – Start of Registration
September 1-4 and 7, 2020 – Basic Research Training
September 8-11, 2020 – Action Research Training
September 28, 2020 onwards – Release of Certificates of Participation



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