



March 4, 2016


DIVISION MEMORANDUM

NO. 026, s. 2016

DIVISION RESEARCH COACHING ON MANUSCRIPT WRITING AND CONFERENCE PAPER PRESENTATION

TO: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC Chief, School Governance and Operations Division
Education Program/District Supervisors
Elementary/Secondary School Heads
Cavite Association of Research Educators (CARE) officers

1. In line with the vision and mission of the Department of Education to enhance the culture of research among teachers and as part of the capacity building in the conduct of research, the Schools Division of Cavite will conduct a whole-day coaching seminar on research manuscript writing and conference paper presentation on March 21, 2016, 8:00am to 4:00pm at the Division Library Hub, DepEd Cavite Province, Capitol Compound, Brgy. Luciano, TreceMartires City.
2. The research coaching seminar intends to equip each researcher the technical know-how on writing the full research paper and prepare them for research dissemination, i.e., paper and poster entry and presentation in research conferences, fora and colloquia. Specifically, it aims to:
 - a. To coach researchers in the contents and appropriate ways of writing the full research manuscript;
 - b. To gather updates on the ongoing action researches being conducted by the participants;
 - c. To orient researchers in ways of disseminating research outputs, with particular emphasis on paper and poster submission and presentation in conferences, fora, and colloquia; and
 - d. To address concerns that may arise during the process of research writing, submission and presentation of researches.
3. The participants to this research coaching seminar are officers of Cavite Association of Research Educators (CARE) and those who recently attended the Division Training-Writeshop on the conduct of Action Research in Basic Education last November 12-14, 2015 at Tanza Oasis Hotel and Restaurant, Brgy. Capipisa, Tanza, Cavite. (*Please see attachments*).
4. The research coaching seminar is free. Foods and snacks shall be charged to the Division Maintenance and Other Operating Expenses (MOOE). Travelling expenses of participants shall be charged against local school funds subject to usual accounting and auditing procedures.
5. The participants are requested to bring laptop and broadband during the research coaching seminar. They are also expected to bring the conducted, latest and updated research manuscript from their previous submitted action research proposal.
6. Widest dissemination of the content of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, School Division Superintendent

Attachment A – List of Participants

**DIVISION RESEARCH COACHING ON MANUSCRIPT WRITING
AND CONFERENCE PAPER PRESENTATION PARTICIPANTS**

No.	NAME OF PARTICIPANTS			SCHOOL
1	ADRIANO	ARE ABA	R.	Alternative Learning System
2	SORIANO	MARVIN	C.	GMATHS
3	ALVAREZ	CECILIA	A.	Carmona
4	ANIMAS	PRUDENCIO	M.	GFMNHS
5	APASAN	ROSALIE	J.	Noveleta NHS
6	ARANZANZO	ANNA MARIE	S.	Indang CES
7	ARVISU	OFELIA	B.	Capipisa E/S
8	ASUNCION	ERMELINA	P.	Muntingllog NHS
9	ATAS	GREGORIA	S.	BagongPook ES
10	ATENDIDO	ANA ROSE	B.	Alternative Learning System
11	AURE	ELMA	P.	Alternative Learning System
12	AURE	HELEN	C.	TreceMartires CES
13	VIRATA	CESAR	A.	Rosario ES
14	BATUHAN	MAY	M.	F. De Castro E/S
15	BAUTISTA	ROSARIO		Noveleta
16	BAUTISTA	RUBY		Cavite NSHS
17	BAYAN	EDNA	M.	Putingkahoy ES
18	BAYLA	MA. SALOME	P.	San Gabriel I ES
19	GREPO	NACITAS		General Trias I Memorial ES
20	BAYOT	MARIBEL RICHELLE		Timalan ES
21	BATACLAN	DONATO	A.	Alfonso NHS
22	BELLO	SHIELA		Ramires E/S
23	BENCITO	GINA	C.	Guyongguyong ES
24	BISA	ELIAQUIM		Cavite NSHS
25	BOBADILLA	ROWENA	A.	Maragondon
26	BUENDIA	JOIE	E.	Mabulo ES
27	BULADAS	VILMA		Tagaytay City CS
28	BUTAWAN	JOSEPH	S.	Bulihan NHS
29	CABAUATAN	RODOLFO	T.	Maguyam ES
30	CADIMAS	ALBIN	A.	San Miguel ES
31	CATACUTAN	EDELISA	M.	Tanza
32	CHAVEZ	AIRES RIO		Bagbag NHS
33	CLIMACOSA	RAY		NAIC
34	CONTRERAS	JOCELYN	M.	Maharlika ES
35	CORDEZ	BRENDALEE		Tanza NCHS
36	CORTEZ	RUFINA		Amadeo NHS
37	LUNA	VILMA	A.	Hoyo ES
38	CRUZ	FELINDA	E.	GEANHS-BAILEN
39	COSTA	FLORENCIO	C.	Ternate NHS
40	DE BORJA	RUPERTO		GARMES
41	DE GUZMAN	CELESTE	Q.	F. De Castro E/S
42	DE LEON	ELSA	O.	Naic
43	DELA CRUZ	MARCELA	Z.	Maragondon
44	DOLATRE	ESTERLITA	M.	Lumampong NHS
45	DOLIENTE	LAARNI	S.	GMATHS
46	ESCOBER	CLETA		Alfonso E/S
47	ESGUERRA	ERNESTO	B.	San Gabriel II ES

48	FAMORCAN	REA	C.	Julugan ES
49	FRANCISCO	ALICIA	P.	Calubcob E/S
50	FRANI	GILLIAN		Silang West ES
51	GANCAYCO	JOSIE	P.	Tulay ES
52	GARCIA	LAURA	O.	Diego Mojica Memorial ES
53	GLORIANI	FLORENCIA	B.	Gen. Emilio Aguinaldo
54	INCOGNITO	ANACLETA	B.	Tagaytay City
55	LAFORTEZA	ANABELL	A.	Mendez CS
56	LEGASPI	MA. JOVY		Felipe Calderon ES
57	LINCALLO	CARMENCITA	V.	Anuling E/S
58	LUNA	EDWIN		ASHI
59	MATEL	FELISA		Alternative Learning System
60	MIRA	MA. ELIZABETH	C	Iba ES
61	MIRANDA	LORENA	V.	Maragondon NHS
62	MOJICA	ERNESTO		Salcedo ES
63	MOJICA	GLORIA	R.	Ternate
64	MONZAGA	JOSEPHINE		Sunny Brooke ES
65	BINAUHAN	ROCHELLE	C.	Alfonso
66	OCAMPO	ODILON	B.	BanabaCerca E/S
67	ODVINA	MYRNA		Silangan ES
68	DELA CRUZ	IRENE	G.	Carmona ES
69	OSINA	MINA GRACIA		ETTMNHS
70	PALLERA	MARY ANN	A.	Rosario NHS
71	PENA	GREGORIA		Naic NHS - Sabang Annex
72	PERENA	RONALD		TreceMartires City
73	PEREY	RUBEN		Palangue 2 ES
74	PEROCHO	LORNA		Noveleta
75	RAMOS	MARCOS	I.	Indang CES
76	RECTO	DEMETRIO JR.		Javalera ES
77	RODIL	MARISA		
78	ROSARDA	DIVINA	A.	Indang CES
79	ROSOPA	ALDRIN	O.	MuntingMapino ES
80	RAMOS	MARIBEL	C.	Mendez Crossing ES
81	SALES	DONAH JEAN	S.	Conchu ES
82	SOBERANO	RIZA		Bucal NHS
83	SOLOMON	EVELYN	E.	Panungyanan ES
84	SUAYAN	MA. NEZY		TMCNHS
85	SUMAGUI	BERNADETTE		Lumil NHS
86	SALAZAR	MERCELITA	P.	Tagaytay City Central School
87	TELMO	EDILBERTO	L.	Daine E/S
88	TOLENTINO	JEAN		FVR ES
89	TOLENTINO	JULIE	S.	Silang West ES
90	TOPACIO	DIANA		Rosario ES
91	VALLEJO	LORNA		Gregoria F. Fojas ES
92	VEJERANO	FELINDA	C.	Mendez C/S
93	VERGARA	JOSEFINA		
94	VIDALLON	ANNIE		Amadeo NHS
95	VILLANUEVA	MARLYN		Alternative Learning System
96	VILLANUEVA	THELMA		Rosario NHS
97	VIÑEGAS	LUIS	G.	San Jose Comm HS
98	TEJIDOR	RENIEL PATRICK	S.	Division of Cavite
99	INDUCTIVO	IVAN BRIAN	L.	Division of Cavite
100	ATENDIDO	EDITH	M.	Division of Cavite

Attachment B–Executive and Working Committees

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

EDITHA M. ATENDIDO
Asst. Schools Division Superintendent

ELIAS A. ALICAYA, JR.
OIC, Asst. Schools Division Superintendent
OIC-Chief, School Governance and Operations Division

WORKING COMMITTEE

Planning

Chairman: Ivan Brian L. Inductivo

Registration

Chairman: Gina B. Dulce

Certificates

Chairman: Mary Joy Medoza

Documentation

Chairman: Jay P. Fulvadora

Technical

Chairman: Junel Inky V. Santiago

Attachment C – Seminar Schedule and Content

Research Coaching on Manuscript Writing and Conference Paper Presentation

Time	Event	Person Involved
8:00 - 8:30	Registration	
8:30 - 8:35	National Anthem	
8:35 – 8:40	Invocation	
8:40 – 9:00	Opening Remarks	Cherrylou D. De Mesa SDS
9:00 – 9:20	Rationale of Research Coaching	Edith M. Atendido ASDS
9:20 – 10:20	Session 1 Progress Report and Components of the Full Manuscript	Ivan Brian L. Inductivo SEPS, Planning and Research
10:20 – 10:35	AM SNACK	
10:35 – 12:	Session 2 Progress Report and Research Coaching in Writing Full Manuscript	Ivan Brian L. Inductivo SEPS, Planning and Research
12:00 – 1:00	LUNCH	
1:00 – 2:45	Session 3 Research Conferences: Participation, Paper and Poster Submission and Presentation	Ivan Brian L. Inductivo SEPS, Planning and Research
2:45 – 3:00	PM SNACK	
3:00 - 4:00	Open Forum, Submission of Updated Manuscripts and Closing Program	