



## MEMORANDUM

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  
Selected Public Elementary and Secondary School Heads  
Cavite Association of Research Educators  
Division Planning and Research Personnel

From:   
**CHERRYLOU D. DE MESA**  
Schools Division Superintendent

Subject: **CAPACITY BUILDING WORKSHOP ON RESEARCH WRITING AND STATISTICS**

Date: May 20, 2016

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In continuing the initiative to promote a culture of research and cascade the recent capacity building on research writing and statistics conducted by the Policy, Planning and Research Division of the Department of Education Region IV-A (Calabarzon), the Department of Education Division of Cavite Province through the Planning and Research intends to conduct a Capacity Building Workshop on Research Writing and Statistics to fellow researchers and supervisors of the division on May 25-27, 2016 at Division Library Hub, Trece Martires City.

This capacity building workshop aims to enhance the competence of the participants in writing basic and action research papers and data analysis; and train the participants on the use of Simplified Statistical Tool for Beginners (SSB) software.

Expected participants are composed of Education Program Supervisors, Public Schools District Supervisors, Selected Public Elementary and Secondary School Heads, Cavite Association of Research Educators and Division Planning and Research Personnel. The complete list of participants is attached in Enclosure 1 of this memorandum for reference.

The capacity building workshop is free. First meal to be served is morning snacks of May 25, 2016 while the last meal will be afternoon snacks of May 27, 2016. Travelling expenses of participants shall be charged against local school funds subject to usual accounting and auditing procedures.

The participants are requested to bring laptop during the workshop.

Widest dissemination of the content of this Memorandum is desired.

Enclosure No. 1 to Unnumbered Memorandum dated May 20, 2016: List of Participants

Designation	Area	Participants
Learning Areas Education Program Supervisors	English	Wenifreda S. Diquit
	Filipino	Cresencia P. Nazareno
	Araling Panlipunan	Emily R. Quintos
	ESP	Arnel Zapanta
	MAPEH	Rodolfo D. Cruz
	LRMD	Carmencita P. Tosco
	Mathematics	Eduarda M. Zapanta
	Science	Estrellita M. De Vera
	TLE	Romeo E. Endraca
Learning Areas Focal Persons	English	Noel Anciado
	Filipino	Brendalee U. Cordez
	Araling Panlipunan	Donato Bataclan
	ESP	Ryan Jay Cabinta
	MAPEH	c/o Rodolfo D. Cruz
	LRMD	Joathan Jimenez
	Mathematics	Elizabeth Dizon
	Science	Loida Arce
	TLE	Sheera Constante
Public Schools District Supervisors	Mendez	Ma. Victoria B. Maligayo
	Magallanes	Mary Ann M. Batino
	Rosario	Diana P. Topacio
	Rosario	Merle A. Baybay
	GMA	Amelita E. Buenavente
	Kawit	Yolanda R. Penales
	GMA	Milagros C. Baldoviso
	Amadeo	Amelita P. Peñalba
	Indang II	Marcos I. Ramos
	Alfonso	Susan A. Aquino
	Tanza	Ma. Jovy P. Legaspi
	Indang I	Divina A. Rosarda
	Maragondon	Rowena A. Bobadilla
	Temate	Gloria R. Mojica
	Alfonso	Milagros H. Norcio
	Tagaytay City	Joel O. Peregrino
	Silang	Irma O. Ejanda
	Maragondon	Marcela Z. dela Cruz
	Trece Martires City	Josefa T. Co
	Noveleta	Gerardo M. Umali
	Indang	Carolina R. Magallanes
	GEA	Florencia B. Gloriani
	Tagaytay City	Anaclea B. Incognito
	Silang	Liberato O. Rogacion
	Naic	Saturnino Hernandez
	Carmona	Cecilia A. Alvarez
	Silang	Eleuteria Pasiclan
	Naic	Elsa de O. Leon
	Gen. Trias	Laura O. Garcia
	Gen. Trias	Edna A. Bayot
Tanza	Edeliza Catacutan	
Secondary School Heads' Research Coordinators	North	Famie Apay
	East	Cristina Austria
	West	Prudencio Animas
	South	Magdaleno Lubigan
Elementary School Heads' Research Coordinators	North	Ernesto Mojica
	East	Rey Guansing
	West	Jun Sidocon
	South	Brenda Alegre

Cavite Association of Research Educators	President/Researcher	Riza D. Soberano	
	Researcher	Aries B. Manalo	
	Researcher	Marissa M. Rodil	
	Researcher	Mark AironCreus	
	Researcher	Regin Rex P. Tosco	
	Researcher	Vilma A. Luna	
	Researcher	Mercelita Salazar	
	Researcher	AnabelLaforteza	
	Researcher	Jennifer M. Rojo	
	Researcher	Maribel Villanueva	
Division Planning and Research	SEPS	Ivan Brian L. Inductivo	
	Planning Officer	Reniel Patrick Tejidor	
Trainers	Trainer I	Engr. Cesar Bermundo	
	Co-Trainer	Mr. Bermundo	
<b>Total</b>		<b>71 paxx</b>	

Enclosure 2 to Unnumbered Memorandum dated May 20, 2016: Indicative Program of Activities

Time	Day 1		Day 2		Day 3	
	Topic/Activity	Trainer	Topic/Activity	Trainer	Topic/Activity	Trainer
7:45 - 8:00am	Arrival and Registration of Participants		Arrival of Participants		Arrival of Participants	
8:00 - 8:30am	Opening Program		Management of Learning		Management of Learning	
8:30 - 10:00am	Introduction to SSB	Engr. Cesar Bermundo	Test Item Analysis	Engr. Cesar Bermundo	Data Analysis and Statistical Treatment	Ivan Brian L. Inductivo
10:00 - 10:15am			<b>Coffee Break</b>			
10:15 - 12:00nn	Continuation of SSB	Engr. Cesar Bermundo	Workshop	Engr. Cesar Bermundo	Workshop	Ivan Brian L. Inductivo
12:00nn - 1:00pm			<b>Lunch Break</b>			
1:00 - 2:30pm	Statistical Tools for Researchers	Engr. Cesar Bermundo	Basic Education Research Process	Ivan Brian L. Inductivo	Division of Cavite Research Agenda	Ivan Brian L. Inductivo
2:30 - 2:45pm			<b>Coffee Break</b>			
2:45 - 4:30pm	Workshop	Engr. Cesar Bermundo	Instrument Development	Ivan Brian L. Inductivo	Closing Program	