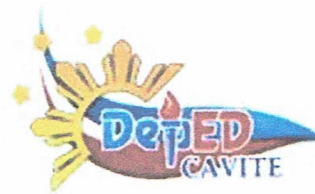




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



7510

DIVISION MEMORANDUM

No. 117, s. 2016

CAVITE RESEARCH CONFERENCE 2016

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chief CID, OIC Chief SGOD
All Elementary and Secondary School Heads
All Public Schools District Supervisors
All Municipal Research Coordinators
Cavite Association of Research Educators
All Concerned

1. The Department of Education Schools Division of Cavite Province, in light of its advocacy to fervently promote the culture of research in education and create an avenue for research dissemination, will hold its first **Cavite Research Conference 2016** with the theme: "*Cavite Technology Extremes on Research Initiatives for Needs-based Development*" #CaviTeXRIND on October 11 - 13, 2016 at Hotel Dominique, Tagaytay City.
2. Specifically, this conference aims to:
 - a. provide an avenue for research dissemination and a forum for educational researchers to share their initiatives and identify their best evidence-based practices;
 - b. showcase the educational research projects borne from the needs and paved the development and/or improvement of school outcomes;
 - c. recognize best educational research presentations;
 - d. update participants on the new research agenda, research developments and approaches; and
 - e. make use of research findings to influence policy and catalyze reforms.
3. The target participants of the conference are researchers from the Province Division of Cavite, including invited researchers from the City Schools Divisions of Cavite. In lieu of the conventional Call for Papers, the organizing committee **calls for the endorsement of qualified papers from every district** through their respective Municipal Research Coordinators resulting from their respective Municipal Research Colloquia.
4. Attached herewith is the list of accepted research entries with their corresponding proponents (See Conference Circular). For the confirmation and mode of participation, the committee requires the participants to pre-register at <http://tinyurl.com/cavitexrind2016> on or before September 30, 2016.
5. A registration fee of **Four Thousand Pesos (Php 4,000.00)** shall be collected from **live-in** participants including the presenters. It will cover breakfast (2), am snacks (3), pm snacks (2), lunch (2), accommodation and operational expenses charge to their respective

ORGANIZING COMMITTEE and TERMS OF REFERENCE

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

ELPIDIA BERGADO

Chief, Curriculum Implementation Division

Conference Planning

Chair: Ivan Brian L. Inductivo

Co-Chair: Reniel Patrick S. Tejidor

The Executive committee shall:

1. Serve as the overall decision and policy making body in coordination with the working committees.
2. Conduct meeting and orientation of the Terms of Reference of each Working Committees.
3. Monitor the planning timeline (Pre-conference, conference proper and post-conference).
4. Provide technical assistance to each working group.

Program Committee

Chair: Anacleta B. Incognito

Vice chair: Rey Guansing

Elsa De Leon

Saturnino Hernandez

Emcee: Ofelia Arvisu

The Program committee shall:

1. Design the 3-day conference program and seek the approval from the executive committee.
2. Facilitate and oversee the flow of the program and ceremony, e.g., plenary sessions, parallel sessions, cultural night, opening and closing ceremonies.

3. Assign and brief the Master of Ceremonies for plenary and parallel programs.
4. Coordinate with the Logistics Committee for arising concerns with regard to the needed materials, equipment and facilities for the program.
5. Maintain an open line of communication between and among other working committees.

Secretariat Committee:

Chair: Riza D. Soberano

The Secretariat Committee shall:

1. Supervise and oversee pre-conference, conference proper and post-conference communications, paperworks and materials needed particularly those that involve invitations, notifications, registrations, documentation, proceedings, kits, and awards and certificates.
2. Consists of five committees, namely the Registration and Certificates Committee, the Communication Committee, The Documentation Committee, the Proceedings Committee, and the Conference Materials Committee.

A. Registration and Certificates:

Chair: Marissa M. Rodil

Vice chair: Marilie Dimapilis

The Registration and Certificates Committee shall:

1. Secure the registration and final lists of all participants and delegates prior and during the conference.
2. Design, verify, print/produce, prepare and endorse the plaques and tokens for the plenary and keynote speakers, and the certificates (recognition, participation, and appearance) for the presenters, session chairs, panel members, participants and committee members prior to the conference.
3. Assist participants in their concerns and queries during the conference.
4. Awards the Plaques and Certificates.
5. Maintain an open line of communication between and among other working committees.

B. Communications:

Chair: Aries B. Manalo

Vice chair: Belinda M. Ambojia and Mark Airon Creus

The Communication Committee shall:

1. Launch the Call for Papers and accommodate the entries submitted and endorsed.
2. Coordinate with the Registration and Certificates Committee for the list of accepted papers, speakers, presenters, session chairs, panel members, and expected delegates.

3. Formally draft the invitation for the speakers, presenters, session chairs, panel members and other delegates. Upon approval, they shall send the invitation to the respective correspondent.
4. Issue notifications and conference details, such as notice of acceptance, circulars, venue details, access to transportation and other technical requirements to the conference participants.
5. Collect all accepted abstracts and endorse to the Proceedings Committee.
6. Orient and address concerns of the speakers and panel members.
7. Correspond with key administrators/officials for the messages to be included in the preliminaries of the Conference Proceedings.
8. Maintain an open line of communication between and among other working committees.

C. Documentation:

Chair: Loida A. Arce

Vice chair: Nerissa R. Bitonio

Members: Earvin H. Sakilayan

Julie Ann V. Vertudes

Andrea D. Salas

The Documentation Committee shall:

1. Acquire and secure all vital records of meetings, circulars, program, sessions, proceedings, and pictures.
2. Consolidate all reports and proceedings into one documentation report.
3. Produce a press release of the highlights of the Conference.
4. Maintain an open line of communication between and among other working committees.

D. Proceedings:

Chair: Arvin Marinduque

Vice chair: Angel Esteron

The Proceedings committee shall:

1. Design and layout the cover and contents of the Conference Proceedings (Inclusive of the program and book of abstracts).
2. Acquire, organize and include the following in the Conference Proceedings:
 - a. the messages from the key administrators/officials;
 - b. the Memorandum for the Conference;
 - c. the detailed program of the Conference;
 - d. the parallel session schedules and assignments;
 - e. the abstracts of all the accepted papers and posters for presentation;
 - f. the general guidelines of the conference and presentations; and
 - g. the list and composition of the organizing committee.
3. Seek the approval for the Conference Proceedings from the Executive Committee.

4. Oversee the running and production of the proceedings.
5. Endorse the bind proceedings to the Conference Materials Committee.
6. Maintain an open line of communication between and among other working committees.

E. Conference Materials:

Chair: Ferdinand de Castro

Vice chair: Celso Latosa

The Conference Materials committee shall:

1. Be responsible for the conference bag and the compilation of the contents.
2. Organize and compile the following contents:
 - a. Conference proceedings;
 - b. Note pad;
 - c. Pen;
 - d. Meal Stubs;
 - e. ID lace; and
 - f. Personalized ID
3. Assure that the Conference Kits are prepared and ready for distribution at least a week prior to the conference.
4. Provide a copy of the program for the committee, speakers, session chairs, panel members and guests.
5. Prepare the timer kit/paraphernalia for every session.
6. Maintain an open line of communication between and among other working committees.

Logistics and Technical Committee:

Chair: Anabell A. Laforteza

Vice Chair: Jennifer M. Rojo

The Logistics and Technical committee shall:

1. Supervise and oversee the operations, facilities, equipment, accommodation, transportation, *technical*s and materials needed for the entire length of the conference.
2. Consists of three committees, namely the Accommodation Committee, the Technical Committee, and the Food and Refreshments Committee.

A. Accommodation:

Chair: Vilma Ambat Luna

Vice Chair: Clea Escover

The Accommodation committee shall:

1. Ensure that genuine expression of hospitality will be extended to all delegates and participants of the conference.

2. Confirm and secure the accommodation and transportation of the committee members, guests, speakers, session chairs, panel members and delegates for the duration of the conference.
3. Be responsible for the ushers/usherettes for all participants, especially for the VIPs, guests, and speakers during the event.
4. Coordinate with the billeting department of the hotel for the room accommodation of the participants/delegates.
5. Ascertain and convey house rules and the use of the facilities to the participants/delegates.
6. Maintain an open line of communication between and among other working committees.

B. Food:

Chair: Maribel Villanueva

Vice Chair: Aurora A. Amparo

The Food and Refreshment committee shall:

1. Coordinate with the hotel service section with regard to the food and refreshment intended for the participants/delegates.
2. Ensure that the food and refreshments for every meal are well prepared and enough for all participants/delegates, especially those with dietary requirements.
3. Ensure that the coffee corners are well supplied and accessible to the participants/delegates.
4. Maintain an open line of communication between and among other working committees.

C. Technical Committee

Chair: MagdalenoLubigan, Jr.

Vice Chair: Marlon S. Brian and Maribel Ramos

The Technical Committee shall:

1. Prepare and tests the lights, sound system, microphones, stands, podia, DLP/LCD projectors, laptops and screens of the plenary and parallel sessions.
2. Assign photographers/paparazzi for the plenary and every parallel session.
3. Post key signage and directions to landmarks, halls and rooms, copies of general and session programs, and billboards or posters for the event.
4. Maintain an open line of communication between and among other working committees.

Technical Panel and Review Committee

Chair: Estrellita De Vera

Vice chair: Eduarda Zapanta

The Technical Panel and Review committee shall:

1. Review the endorsed the papers for acceptance.

2. Cluster the accepted papers according to session tracks and mode of presentation, i.e., poster or oral paper presentation.
3. Assign session chairs for each session who will facilitate and moderate the session as well as to take part as the chair of the panel members.
4. Assign two (2) panel members for each session who will review the paper as well as rate the presentation of the participants during the parallel sessions.
5. Assign a group of technical panel members who will evaluate and rate the poster presentations.
6. Submit to the chairman and vice-chairman the results of the review and rating of the presentations.
7. Endorse the awardees to the Certificates Committee for the conferment of the awards during the closing ceremony.
8. Convene during the post-conference for the reviewing and refereeing of the selected research papers to convert as articles for journal publication.
9. Maintain an open line of communication between and among other working committees.

Finance Committee

Chair: Cherry Bayot

Vice chair: Joel Solis

The Finance Committee shall:

1. Assure that processes and procurements have complied with accounting rules and regulations.
2. Secure and compile all reports, receipts, papers and materials needed for liquidation.
3. Generate the financial report of the conference.
4. Maintain an open line of communication between and among other working committees.

Quality Assurance and Evaluation Committee

Chair: Lorena L. Arca

Vice chair: Gina B. Dulce

The Quality Assurance committee shall:

1. Ensure that Quality Assurance standards and regulations are met by the organizing committee in the conduct of the conference.
2. Facilitate evaluation, consolidate feedback, and submit quality assurance report of the conference.
3. Maintain an open line of communication between and among other working committees.

Enclosure 3 – List of Delegates/Participants with accepted papers

Josefa V. Gatdula	Kaytitingga Elementary School	Alfonso
Ribecca B. Fenol	Kaytitingga Elementary School	Alfonso
Donato A. Bataclan, Belen F. Magpantay, Janet P. Manlapaz, Loritess P. Perey	Alfonso National High School	Alfonso
Gerilyn P. Hermoso and Ma. Theresa H. Criste	Alfonso Central School	Alfonso
Melita T. Villanueva and Maricar D. Delbo	Mariano C. Anacay Memorial Elementary School	Amadeo
Allan D. Nava	Amadeo Elementary School	Amadeo
Nerlito Maranan Del Mundo	Halang Banaybanay Elementary School	Amadeo
Emerita B. Vergara and Rizza G. Gado	Loma Elementary School	Amadeo
Lemuel D. Arbolado	Bacoor National High School – Molino Main	Bacoor City
Levin Reyes Pabriaga	Mambog Elementary School	Bacoor City
Kristoffer Data	Digman Elementary School	Bacoor City
Luby Guillermo Canobas	Carmona National High School	Carmona
Anette D. Jalon	Carmona National High School	Carmona
Marissa M. Esteban	Cavite National High School	Cavite City
Gerald S. Viñas	Sangley Point National High School	Cavite City
Rodelia C. Frias	Cavite National High School	Cavite City
John G. Nepomuceno	City Division of Dasmariñas	Dasmariñas City
Adelma S. Topacio	Congressional National High School	Dasmariñas City
Mary Joy V. Olicia	Victoria Reyes Elementary School	Dasmariñas City
Florencia B. Gloriani, Gina C. Bencito, and Myra B. Malimban	Castanos Elementary School and Bailen Elementary School	General Emilio Aguinaldo
Marilyn B. Lengson	Bailen Elementary School	General Emilio Aguinaldo
Emelyn M. Hernandez	Bailen Elementary School	General Emilio Aguinaldo
Mary Ann B. Gatpandan and Mark Airon P. Creus	Gen. E. Aguinaldo National High School – Bailen	General Emilio Aguinaldo
Luis G. Vinegas	San Jose Community High School	General Mariano Alvarez
Celeste Q. De Guzman	Francisco De Castro Elementary School	General Mariano Alvarez
Laami S. Doliente	General Mariano Alvarez Technical High School (GMATHS)	General Mariano Alvarez
Elizabeth B. Dizon	San Jose Community High School	General Mariano Alvarez
Donah Jean S. Sales	Navarro Elementary School	General Trias
Josephine M. Monzaga	Sunny Brooke Elementary School	General Trias
Evelyn E. Solomon	Panungyanan Elementary School	General Trias
Demetrio R. Recto Jr.	Javalera Elementary School	General Trias

Lynette P. Rue	Luis Y. Ferrer Jr. Senior High School	General Trias
Lorraine A. Voloso	Governor Ferrer Memorial National High School-Main	General Trias
Cel Andrea B. Bodota and Mark Airon P. Creus	Luis Y. Ferrer Jr. Senior High School	General Trias
Mark Airon P. Creus	Luis Y. Ferrer Jr. Senior High School	General Trias
Mary Ann R. Aquino	General Juan Castaneda Senior High School	Imus City
Cristina P. Olido	Alulod Elementary School	Indang
Carmelita G. Ocampo and Cornelius S. Vicedo	Lumampong Elementary School	Indang
Julieta Mila Mercedes G. Torres	EmilianoTriaTirona Memorial National High School	Kawit
Marvin Jay I. Maming	EmilianoTriaTirona Memorial National High School	Kawit
Eden A. Bernal	Magallanes Elementary School	Magallanes
Lorena V. Miranda, Cindi N. Alejandrino, and Peter Paul A. Argente	Maragondon National High School	Maragondon
Jacqueline T. Ureta and Ruby H. Bautista	Cavite National Science High School	Maragondon
Lorna I. Monzales, Laurence C. Sarmiento and Lerma B. Icasiano	Maragondon National High School	Maragondon
Victoria L. Custodio, Basilia A. Sacro and Reasel D. Abila	Bucal National High School	Maragondon
Charito D. Mamaril	Maragondon Elementary School	Maragondon
Benilda V. Orsal, Rhea Marie L. Cesa and Juliet R. Arceo	Cavite National Science High School	Maragondon
Riza D. Soberano	Bucal National High School	Maragondon
Jenny Ann P. Soriano, Ruby H. Bautista and Marjorie M. Digma	Cavite National Science High School	Maragondon
Benilda V. Orsal and Rhea Marie L. Cesa	Cavite National Science High School	Maragondon
Myla R. Suguitan	Bucal National High School	Maragondon
Gina P. Esguerra	Constancio E. Aure National High School	Mendez
Jonalyn E. Perido	Mendez Central School	Mendez
Gregoria A. Peña	Ciudad Nuevo de Naic NHS	Naic
Michael P. Romera	Pacifico O. Aquino Elementary School	Noveleta
Ernesto M. Mojica	Salcedo Elementary School	Noveleta
Cesar A. Virata Jr.	David P. Jimenez Elementary School	Rosario
JulliusCezar T. Laylo	Rosario National High School	Rosario
Julie S. Tolentino	Silang West Elementary School	Silang
Vilma A. Luna	Hoyo Elementary School	Silang

Joseph SyButawan	Bulihan National High School	Silang
Crisanta D. Evilla	Silang West Lementary School	Silang
Joseph Butawan	Bulihan National High School	Silang
Michael Yee	Bulihan National High School	Silang
Ronn Bryan de Salit	Bulihan National High School	Silang
Noel D. Anciado	Muntingllog National High School	Silang
Veronica R. Eularia, Catalina G. Canadalla, Cynthia B. Natividad	Cabangaan Elementary School	Silang
Vilma A. Luna	Hoyo Elementary School	Silang
Ermelina P. Asuncion	Muntingllog National High School	Silang
Rodolfo Cabauatan, Edna Anarna, Marabini R. Ferrer	Maguyam Elementary School	Silang
Michelle R. Balaoro	Maitim II Elementary School	Tagaytay City
Maria Fredizhilda S. Javier	Mendez Crossing Elementary School	Tagaytay City
Lovela M. Panganiban	Neogan Elementary School	Tagaytay City
Garylen P. Amoroso	Bulalo Elementary School	Tagaytay City
Rosalinda A. Sta.Ana	CARLOS S. BATINO SR. MEMORIAL ELEMENTARY SCHOOL	Tagaytay City
Rachelyn A. Hernandez	Tagaytay City Science National High School	Tagaytay City
Florinda M. Soliman	Tagaytay City Science National High School	Tagaytay City
Garylen P. Amoroso	Bulalo Elementary School	Tagaytay City
Mercelita P. Salazar	Tagaytay City Central School	Tagaytay City
Joel B. Rolle and Jenny B. Calong	Tagaytay City Central School	Tagaytay City
Yuh Ann Mae F. Aldemita	FlorentinoJoya Elementary School	Tanza
Nelia F. Nicolas	Amaya School of Home Industries	Tanza
Jeffrey B. Zamora and Jun-Jun L. Tulin	Tanza National Trade School	Tanza
Josephine R.Rivera	Felipe Calderon Elementary School	Tanza
Zarina A. Almazar	Tanza National Trade School	Tanza
Donnalyn L. Tabiando and Luzette D. Oraa	Tanza National Trade School	Tanza
Nora C. Rodil	Tanza National Comprehensive High School	Tanza
Reylyn P. Dayaoen, Ma. Cristina A. Jarne and Ernie G. Guan	Tanza National Trade School	Tanza
Eunika C. Zurbano and Myra Mizielle O. Danila	Tanza National Trade School	Tanza
Jaina F. Loza and Ma. Clara S. Patasin	Tanza National Comprehensive High School	Tanza
MarinelleEslabon	Ternate National High School	Ternate
Joefel S. Horca	Southville Elementary School	TreceMartires City
Rufina E. Rivera	Luis Aguado National High School	TreceMartires City
Emily O. Ulita	Luis Aguado National High School	TreceMartires City

Theresa O. Ebro and Ma. Morena R. Nalunat	BagongPook Elementary School	TreceMartires City
Sylvia C. Umbal	TreceMartires City National High School	TreceMartires City
Merlinda C. Aral	TreceMartires City National High School	TreceMartires City
Marissa M. Rodil	TreceMartires City National High School	TreceMartires City
Gemma N. Costa, Caren B. Salvacion and Annaliza L. Reyes	TreceMartires City Elementary School	TreceMartires City