



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Name: _____
Signature: _____
Date: OCT 18 2023

October 17, 2023

DIVISION MEMORANDUM

No. 63, s. 2023

CAPABILITY BUILDING ON CONDUCTING ACTION RESEARCH FOR NEWLY PROMOTED MASTER TEACHERS IN THE SCHOOLS DIVISION OF MARINDUQUE- PHASE 1

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to **Republic Act No. 9155, Chapter 1 Section 7 (5)** that mandates the Department of Education (DepEd) to undertake national educational research and studies that may serve as a foundation for critical reforms and policy inputs and **Division Memorandum No. 11 D, s. 2020** titled "*Division Policy Guidelines and Procedures on the Conduct of Action Research Among Master Teachers*" mandating all public elementary and secondary school master teachers to conduct action research yearly, this Office announces the conduct of the **Capability Building on Conducting Action Research for Newly Promoted Master Teachers in the Schools Division of Marinduque - Phase 1** on **November 3, 10, 17 and 24, 2023** at the **SDO Marinduque Conference Hall, Malusak, Boac, Marinduque** from **8:00 AM to 5:00 PM**.
2. This capability building aims to achieve the following:
 - a. increase the master teachers' understanding on conducting action research;
 - b. provide master teachers with technical assistance and direction in the conduct of action research;
 - c. help build a culture of research among the newly appointed master teachers in the Schools' Division; and
 - d. encourage newly appointed master teachers to conduct action research.
3. Participants in this activity are the newly promoted public elementary and secondary Master Teachers in this division.
4. It is advised that participants bring their laptops, internet mobile connections, and extensions wires.
5. Expenses relative to the conduct of this capability building shall be charged against Provincial Government's Special Education Fund (SEF) and/or school MOOE/local funds subject to the usual accounting and auditing rules and regulations.

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6. To ensure efficient delivery of this learning and development activity, the resource speakers and members of the PMT shall convene for a pre-implementation meeting on October 26, 2023, 9:00 AM at SDO Marinduque Conference Hall.
7. The following documents are enclosed for reference:
 - a. Enclosure No. 1: List of Participants
 - b. Enclosure No. 2: Program Matrix
 - c. Enclosure No. 3: Program Management Team and Resource Speakers
8. Should there be queries and clarifications, please contact Bernadith R. Lacerna, Senior Education Program Specialist in Planning and Research at email address bernadith.lacerna001@deped.gov.ph.
9. Immediate dissemination of the contents of this Memorandum is highly desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

Enclosure: As stated

References: RA No. 9155 and DM No. 11D, s. 2020

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

Policy Programs Research or Studies Teachers Trainings

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LIST OF PARTICIPANTS
November 3, 10, 17 & 24, 2023

District	Office/School	Name (First Name, Middle, Last Name)	Position	Gender
Boac North	Lupac Tabigue ES	1. Merbe M. Landoy	MT I	Female
	Poras ES	2. Cyrill Ann M. Matira	MT I	Female
	Don Luis Hidalgo MS	3. Shirley M. Matre	MT I	Female
	Pili-Balogo ES	4. Vitaliana H. Lopez	MT I	Female
	Marinduque NHS	5. Jojo A. Matre	MT I	Male
	Marinduque NHS	6. Tito L. Tirol Jr.	MT I	Male
	Marinduque NHS	7. Elenor M. Malimata	MT I	Female
	Marinduque NHS	8. Hayde M. Olpot	MT I	Female
	Marinduque NHS	9. Jerson C. Manahan	MT I	Male
	Marinduque NHS	10. Khristine M. Lumalang	MT I	Female
	Marinduque NHS	11. Maria Melanie M. Loto	MT I	Female
	Marinduque NHS	12. Catheryn Ann M. Mabunga	MT I	Female
	Marinduque NHS	13. Gerardo G. Lacdao	MT I	Male
	Marinduque NHS	14. Fristian Anthony L. Dormido	MT I	Male
	Marinduque NHS	15. Agnes M. Melendez	MT I	Female
	Marinduque NHS	16. May Ann P. Maniquez	MT I	Female
	Marinduque NHS	17. Ma. Roma L. Semilla	MT I	Female
	Marinduque NHS	18. Melvin A. Marmol	MT I	Male
	Marinduque NHS	19. Ferdinand V. Villanueva	MT I	Male
	Marinduque NHS	20. Virginia L. Monleon	MT I	Female
	Marinduque NHS	21. Clariza O. De Guzman	MT I	Female
	Puting Buhangin ES	22. Ma. Monique J. De Luna	T1/TIC	Female
Boac South	Bantay ES	23. Katherine U. Lauresta	MT I	Female
	Canat ES	24. Monaliza M. Medallon	MT I	Female
	Mainit ES	25. Romilyn M. Brual	MT I	Female
Buenavista	Sihi ES	26. Eden M. Borces	MT I	Female
	Libas ES	27. Noretzel R. Minga	MT I	Female
	Yook ES	28. Germadette M. Rolluque	MT I	Female
	Buenavista NHS	29. Josias T. Salvacion Jr.	MT I	Male
	Buenavista NHS	30. Evelyn F. Oblea	MT I	Female
	Buenavista NHS	31. Imelda M. Evangelista	MT I	Female
Gasan	Cabugao ES	32. Lernet S. Sena	MT I	Female
	Tabional ES	33. Jennefer L. De Belen	MT I	Female
	Bacongbacong ES	34. Ramiro R. Garay	MT I	Male
	Bangbang NHS	35. Emily M. Soleta	MT I	Female
	Bangbang NHS	36. Gueller Dee V. Salazar	MT I	Male
	Bangbang NHS	37. Lina M. Octavo	MT I	Female

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	Bangbang NHS	38. Lea Nessa M. Ornedo	MT I	Female
	Bognuyan NHS	39. Mary Grace Y. Amoyan	MT I	Female
	Bognuyan NHS	40. Dindo P. Lazarte	MT 1	Male
	Bognuyan NHS	41. Sarah M. Nambio	MT 1	Female
	Bangbang NHS	42. Edson R. Sapungan	SST III	Male
Mogpog	Sumangga ES	43. Lino O. Muhi	MT 1	Male
	Paye ES	44. Daisy R. Quezada	MT 1	Female
	Balanacan ES	45. Cristy Cynthia R. Mistal	MT 1	Female
Santa Cruz East	Devilla ES	46. Analiza D. Pernia	MT 1	Female
	Tagum ES	47. Floro R. Zulueta II	MT 1	Male
	Makapuyat NHS	48. Alfonso R. Regenio	MT 1	Male
Santa Cruz North	Lusok ES	49. Mildred R. Oliva	MT 1	Female
	Landy NHS	50. Lowellyn R. Peñaredonda	SST II	Female
	Ipil NHS	51. Dave Henry R. Nobleza	MT 1	Male
	Landy NHS	52. Mario L. Evangelista	MT 1	Male
Santa Cruz South	Manlibunan ES	53. Mary Jean R. Jao	MT 1	Female
	Matalaba NHS	54. Niña Bernadette C. Par	SST I	Female
	Matalaba NHS	55. Minerva R. Pielago	SST III	Female
Torrijos	Buangan ES	56. Cleofe P. Phodaca	MT 1	Female
	ALS Torrijos	57. Joseph L. Regis	MT 1	Male
	Torrijos CS	58. Larra S. Zulueta	MT 1	Female
	Marlangga ES	59. Christine M. Dapito	MT 1	Female
	Sibuyao ES	60. Jerrymie S. Ricohermoso	MT 1	Male
	Suha ES	61. Dorothy Joy R. Revilla	MT 1	Female
A. Resource Persons / Program Management Team				
SDO	CID	62. Jelly L. Sore	EPS	Female
	CID	63. Aurea L. Mazo	PSDS	Female
	CID	64. Maridel G. Lincallo	PSDS	Female
	SGOD	65. Ma. Cecilia S. Manay	CES	Female
	SGOD	66. Maita M. Lazares	EPS	Female
	SGOD	67. Bernadith R. Lacerna	SEPS	Female
	SGOD	68. Dr. Fretzie P. Alcantara	SEPS	Female
	SGOD	69. Kyle David V. Atienza	SEPS	Male
	SGOD	70. Dr. Melanie M. Mendoza	SEPS	Female
	SGOD	71. Marisol O Luarca	PO III	Female
	SGOD	72. Abet R. Faundo	EPS II	Male
	SGOD	73. Rey R. Raymundo	EPS II	Male
	SGOD	74. Jefrelle F. De Silva	Messenger	Male
	OSDS	75. Engr. David Zoleta Jr.	ITO	Male
	Male – 24			
Female – 51				
Total - 75				

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TRAINING MATRIX

Capability Building on Conducting Action Research for Newly Promoted Master Teachers in the Schools Division of Marinduque- Phase 1

Day 1 – November 3, 2023 (Friday)		
Time	Activity	Personnel Involved
7:30 - 8:00 AM	Arrival & Registration	PMT
8:00 – 8:45 AM	Opening Program Preliminaries <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • SDO Hymn • DepEd Quality Policy Statement • DepEd MATATAG AVP • Acknowledgement of Participants • Activity Norms • Welcome Remarks • Inspirational Message • Statement of Purpose • Leveling of Expectations • Activity Objectives and Matrix • Photo Documentation • House Rules & Reminders 	PMT
8:46 – 9:00 AM	Pre-Test	Rey R. Raymundo
9:01 – 9:30 AM	DM No. 11 D, s. 2020 <i>“Division Policy Guidelines and Procedures on the Conduct of Action Research Among Master Teachers”</i> Open Forum	Bernadith R. Lacerna
9:31 – 10:00 AM	Health Break	
10:00 – 12:00 NN	Session 1 Action Research Framework Open Forum	RP- Bernadith R. Lacerna F2- Marisol O. Luarca
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:30 PM	Session 2 Overview of the Action Research Process Open Forum	RP-Kyle David V. Atienza F2 – Abet R. Faundo
2:31 – 3:30 PM	Session 3 Generating Topics for Action Research	RP – Dr. Fretzie P. Alcantara F2- Rey R. Raymundo
3:31 - 4:00 PM	Health Break	
3:31 – 4:30 PM	Continuation of Session 3 Open Forum	RP – Dr. Fretzie P. Alcantara F2- Rey R. Raymundo
4:31 – 5:00 PM	Wrap Up/Reminders/ Debriefing	Bernadith R. Lacerna

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Day 2 – November 10, 2023 (Friday)		
Time	Activity	Personnel Involved
8:00 – 8:30 AM	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Meaningful Insights Gained • Clearing House • Reminders 	PMT
8:31 – 9:30 AM	Session 4 Formulating Action Research Questions	RP – Dr. Fretzie P. Alcantara F2- Rey R. Raymundo
9:31 – 10:00 AM	Health Break/Snacks	
10:31 – 12:00 NN	Continuation of Session 4 Open Forum	RP - Fretzie P. Alcantara F2- Rey R. Raymundo
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Session 5 Writing the Action Research Report	RP - Maridel G. Lincallo F2 – Jefrelle F. De Silva
3:01 - 3:30 PM	Health Break/Snacks	
3:31 – 4:30 PM	Continuation of Session 5 Open Forum	RP - Maridel G. Lincallo F2 – Jefrelle F. De Silva
4:31 – 5:00 PM	Wrap Up/Reminders/ Debriefing	Bernadith R. Lacerna

Day 3 – November 17, 2023 (Friday)		
Time	Activity	Personnel Involved
8:00 – 8:30 AM	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Meaningful Insights Gained • Clearing House • Reminders 	PMT
8:31 – 9:30 AM	Session 6 Designing an Experimental Action Research	RP-Kyle David V. Atienza F2 – Abet R. Faundo
9:31 – 10:00 AM	Health Break/Snacks	
10:31 – 12:00 NN	Continuation of Session 6 Open Forum	RP-Kyle David V. Atienza F2 – Abet R. Faundo
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Session 7 Qualitative Method	RP - Maridel G. Lincallo F2 – Jefrelle F. De Silva
3:01 - 3:30 PM	Health Break/Snacks	
3:31 – 4:30 PM	Continuation of Session 7 Open Forum	RP - Maridel G. Lincallo F2 – Jefrelle F. De Silva
4:31 – 5:00 PM	Wrap Up/Reminders/ Debriefing	Bernadith R. Lacerna

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Day 4 – November 24, 2023 (Friday)		
Time	Activity	Personnel Involved
8:00 – 8:30 AM	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Meaningful Insights Gained • Clearing House • Reminders 	PMT
8:31 – 9:30 AM	<p style="text-align: center;">Session 8 Causal-Comparative Design</p>	RP - Maita M. Lazares F2 – Marisol O. Luarda
9:31 – 10:00 AM	Health Break/Snacks	
10:31 – 12:00 NN	<p style="text-align: center;">Continuation of Session 8 Open Forum</p>	RP - Maita M. Lazares F2 – Marisol O. Luarda
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	<p style="text-align: center;">Session 9 Correlational Design Open Forum</p>	RP - Edson R. Sapungan Lowellyn R. Peñaredonda F2– Jefrelle F. De Silva
3:01 - 3:30 PM	Health Break/Snacks	
3:31 – 4:30 PM	<p style="text-align: center;">Posttest</p>	Rey R. Raymundo
4:31 – 5:00 PM	Closing Program	

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PROGRAM MANAGEMENT TEAM AND RESOURCE PERSONS
*Capability Building on Conducting Action Research for Newly Promoted Master Teachers in
the Schools Division of Marinduque- Phase 1*

Name	School/Office	Position
Program Management Team		
1. Ma. Cecilia S. Manay	SGOD	Chief Education Supervisor
2. Jelly L. Sore	CID	Education Program Supervisor
3. Aurea L. Mazo	CID	Public Schools District Supervisor
4. Dr. Melanie M. Mendoza	SGOD	Senior Education Program Specialist
5. Engr. David M. Zoleta Jr.	OSDS	Information Technology Officer
6. Marisol O. Luarca	SGOD	Planning Officer III
7. Abet R. Faundo	SGOD	Education Program Specialist II
8. Rey R. Raymundo	SGOD	Education Program Specialist II
9. Jefrelle F. De Silva	SGOD	Messenger
Resource Speaker		
1. Maita M. Lazares	SGOD	Education Program Supervisor
2. Maridel G. Lincallo	CID	Public Schools District Supervisor
3. Bernadith R. Lacerna	SGOD	Senior Education Program Specialist
4. Dr. Fretzie P. Alcantara	SGOD	Senior Education Program Specialist
5. Kyle David V. Atieza	SGOD	Senior Education Program Specialist
6. Edson R. Sapungan	Bangbang NHS	Secondary School Teacher III
7. Lowellyn R. Peñaredonda	Landy NHS	Secondary School Teacher II

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