



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

Office of the Schools Division Superintendent



June 4, 2024

DIVISION MEMORANDUM

No. **39**, s. 2024

CAPABILITY BUILDING ON CONDUCTING ACTION RESEARCH FOR NEWLY PROMOTED MASTER TEACHERS IN THE SCHOOLS DIVISION OF MARINDUQUE- PHASE 2

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 through Project Plan, Do Research, Innovate of the School Governance and Operations Division - Planning and Research Section announces the conduct of the **Capability Building on Conducting Action Research for Newly Promoted Master Teachers in the Schools Division of Marinduque - Phase 2** on **July 12 & 19, 2024** 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. identify a researchable area in the field aligned to the basic education research agenda (BERA);
 - b. critically analyze the elements of a high-quality research proposal;
 - c. critically analyze the criteria and standards for writing a high-quality research proposal; and
 - d. write a complete research proposal.
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.

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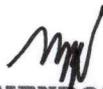
Malusak, Boac, Marinduque

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5. Expenses relative to the conduct of this capability building shall be charged against Division/School MOOE/local funds subject to the usual accounting and auditing rules and regulations.
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 July 5, 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: Training Matrix
 - c. Enclosure No. 3: Program Management Team and Resource Persons
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

SDO Marinduque Conference Hall, Malusak, Boac, Marinduque

July 12 & 19, 2024

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. Wenie N. Riego	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. Gemadette M. Rolluque	MT I	Female
	Buenavista NHS	29. Josias T. Salvacion Jr.	MT I	Male
	Buenavista NHS	30. Evelyn F. Oblea	MT I	Female
Gasan	Buenavista NHS	31. Imelda M. Evangelista	MT I	Female
	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

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TRAINING MATRIX

*Capability Building on Conducting Action Research for Newly Promoted Master Teachers
in the Schools Division of Marinduque- Phase 2*

Day 1 – July 12 (Friday)		
Time	Activity	Personnel Involved
7:30 AM - 8:00 AM	Arrival & Registration	PMT
8:01 AM – 8:30 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
8:31 AM – 8:45 AM	Pre-Test	Rey R. Raymundo
8:46 AM – 9:30 AM	Writing a High-Quality Research Proposal (WHQR)	Bernadith R. Lacerna F2 – Marisol O. Luarca
9:31 AM – 9:45 AM	Health Break	
9:46 AM – 12:00 NN	Session 1 Fundamental Considerations in Writing a Proposal	RP - Bernadith R. Lacerna F2 - Marisol O. Luarca
12:01 PM – 1:00 PM	Lunch Break	
1:01 PM – 2:00 PM	Session 2 Writing the Introduction and Rationale	RP - Maridel G. Lincallo F2 – Jefrelle F. De Silva
2:01 PM– 3:00 PM	Session 3 Writing the Literature Review	RP – Dr. Fretzie P. Alcantara F2 - Rey R. Raymundo
3:01 PM - 3:15 PM	Health Break	
3:16 PM– 4:15 PM	Session 4 Writing the Research Questions	RP – Maridel G. Lincallo F2 - Jefrelle F. De Silva
4:16 PM – 5:00 PM	Wrap Up/Reminders/ Debriefing	PMT

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Day 2 – July 19, 2024 (Friday)		
Time	Activity	Personnel Involved
8:00 AM – 8:30 AM	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Meaningful Insights Gained • Clearing House • Reminders 	PMT
8:31 AM – 9:30 AM	Session 5 Writing the Scope and Limitations	RP –Bernadith R. Lacerna F2 – Marisol O. Luarca
9:31 AM – 10:00 AM	Health Break/Snacks	
10:01 AM – 12:00 NN	Session 6 Writing the Research Methodology	RP – Dr. Fretzie P. Alcantara F2- Rey R. Raymundo
12:01 PM– 1:00 PM	Lunch Break	
1:01 PM– 1:45 PM	Session 7 Constructing the Timetable/Gantt Chart	RP-Bernadith R. Lacerna F2 –Marisol O. Luarca
1:46 PM– 2:15 PM	Session 8 Estimating the Cost	RP-Bernadith R. Lacerna F2 –Marisol O. Luarca
2:16 PM– 2:45 PM	Session 9 Planning for Dissemination and Advocacy	RP-Bernadith R. Lacerna F2 –Marisol O. Luarca
2:46 PM – 3:00 PM	Health Break/Snacks	
3:01 PM - 3:30 PM	Session 10 Referencing	RP-Dr. Fretzie P. Alcantara F2 –Jefrelle F. De Silva
3:31 PM– 4:00 PM	Wrap Up/Reminders/ Debriefing	Bernadith R. Lacerna
4:01 PM– 5:00 PM	Closing Program	PMT

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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 2

Name	School/Office	Position
Program Management Team		
1. Ma. Cecilia S. Manay	SGOD	Chief Education Supervisor
2. John M. Chavez	CID	Chief Education Supervisor
3. Maita M. Lazares	SGOD	Education Program Supervisor
4. Jelly L. Sore	CID	Education Program Supervisor
5. Engr. David M. Zoleta Jr.	OSDS	Information Technology Officer
6. Marisol O. Luarca	SGOD	Planning Officer III
7. Rey R. Raymundo	SGOD	Education Program Specialist II
8. Glaiza T. Palatino	SGOD	Project Development Officer I
9. Josefina P. Brual	SGOD	Project Development Officer I
10. Jefrelle F. De Silva	SGOD	Messenger
11. Ma. Lyn R. Japis	SGOD	Government Internship Program
Resource Persons		
1. Maridel G. Lincallo	CID	Public Schools District Supervisor
2. Bernadith R. Lacerna	SGOD	Senior Education Program Specialist
3. Dr. Fretzie P. Alcantara	SGOD	Senior Education Program Specialist

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