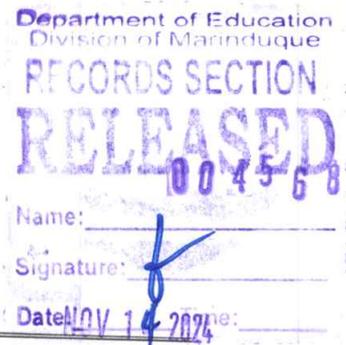




Republic of the Philippines  
**Department of Education**

MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent



November 13, 2024

**DIVISION MEMORANDUM**

No. 34 s. 2024

**CAPABILITY BUILDING ON CONDUCTING ACTION RESEARCH FOR NEWLY PROMOTED MASTER TEACHERS IN THE SCHOOLS DIVISION OF MARINDUQUE- PHASE 3**

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

1. In accordance with **Republic Act No. 9155, Chapter 1, Section 7 (5)**, which mandates the Department of Education (DepEd) to conduct national educational research and studies to inform critical reforms and policy development, and **Division Memorandum No. 11 D, s. 2020**, titled "**Division Policy Guidelines and Procedures on the Conduct of Action Research Among Master Teachers**," which requires all public elementary and secondary school master teachers to conduct action research annually, this Office announces the **Capability Building on Conducting Action Research for Newly Promoted Master Teachers in the Schools Division of Marinduque - Phase 3**. This event will take place on November 22, 29, and December 6, 2024, at the SDO Marinduque Conference Hall in Malusak, Boac, Marinduque, from 8:00 AM to 5:00 PM.
2. This capability building aims to achieve the following:
  - a. improve teachers' ability to effectively communicate their research proposals through structured, engaging presentations that capture audience interest and clearly articulate the relevance to educational practices and goals in SDO Marinduque;
  - b. present a comprehensive overview of the research design, including methodology, data collection, analysis, and a clear outline of the implementation plan, timelines, resources, and potential challenges;
  - c. encourage active audience interaction through questions and discussions, while promoting networking with peers and stakeholders to support future collaborations;
  - d. enable master teachers to present confidently and professionally, incorporating constructive feedback from peers to refine their proposals and effectively summarize key points and next steps; and

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque

- e. equip participants to utilize comprehensive evaluation rubrics for objective assessment of proposals, facilitating informed decisions regarding approval, modifications, or disapproval, along with providing constructive feedback for further development.
3. Participants in this activity are the newly promoted public elementary and secondary schools Master Teachers and select teachers in this division.
4. Participants are required to prepare and submit plan of action for classes affected during the activity.
5. It is advised that participants will bring their laptops, internet mobile connections, and extension wires.
6. Expenses related to the conduct of this capability building shall be charged against Special Education Fund/Division/School MOOE/other local funds subject to the usual accounting and auditing rules and regulations.
7. 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 November 18, 2024; 9:00 AM at SDO Marinduque Conference Hall.
8. The following documents are enclosed for reference:
  - a. Enclosure No. 1: List of Participants
  - b. Enclosure No. 2: Program Management Team and Schools Division Research Committee
  - c. Enclosure No. 3: Training Matrix
9. 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](mailto:bernadith.lacerna001@deped.gov.ph).
10. 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
--------	----------	---------------------	----------	-----------

*"DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque

**LIST OF PARTICIPANTS**

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
	Boac South	Puting Buhangin ES	22. Ma. Monique J. De Luna	T1/TIC
Bantay ES		23. Katherine U. Lauresta	MT I	Female
Canat ES		24. Monaliza M. Medallon	MT I	Female
Buenavista	Mainit ES	25. Romilyn M. Brual	MT I	Female
	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
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
Bangbang NHS	38. Lea Nessa M. Ornedo	MT I	Female	

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque

	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
Mogpog	Sumangga ES	42. Lino O. Muhi	MT 1	Male
	Paye ES	43. Daisy R. Quezada	MT 1	Female
	Balanacan ES	44. Cristy Cynthia R. Mistal	MT 1	Female
Santa Cruz East	Devilla ES	45. Analiza D. Pernia	MT 1	Female
	Tagum ES	46. Floro R. Zulueta II	MT 1	Male
	Makapuyat NHS	47. Alfonso R. Regenio	MT 1	Male
Santa Cruz North	Lusok ES	48. Mildred R. Oliva	MT 1	Female
	Ipil NHS	49. Dave Henry R. Nobleza	MT 1	Male
	Landy NHS	50. Mario L. Evangelista	MT 1	Male
Santa Cruz South	Manlibunan ES	51. Mary Jean R. Jao	MT 1	Female
	Matalaba NHS	52. Niña Bernadette C. Par	SST I	Female
	Matalaba NHS	53. Minerva R. Pielago	SST III	Female
Torrijos	Buangan ES	54. Cleofe P. Phodaca	MT 1	Female
	ALS Torrijos	55. Joseph L. Regis	MT 1	Male
	Torrijos CS	56. Larra S. Zulueta	MT 1	Female
	Marlangga ES	57. Christine M. Dapito	MT 1	Female
	Sibuyao ES	58. Jerrymie S. Ricohermoso	MT 1	Male
	Suha ES	59. Dorothy Joy R. Revilla	MT 1	Female
		Male - 18		
		Female - 41		
		<b>Total - 59</b>		

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque

**PROGRAM MANAGEMENT TEAM AND SCHOOLS DIVISION  
RESEARCH COMMITTEE**

Name	School/Office	Position	Gender
<b>Program Management Team</b>			
1. Bernadith R. Lacerna	SGOD	SEPS	Female
2. Marisol O Luarca	SGOD	POIII	Female
3. Kyle David V. Atienza	SGOD	SEPS	Male
4. Dr. Melanie M. Mendoza	SGOD	SEPS	Female
5. Perry N. Jardiniano	SGOD	RN III	Male
6. Loida M. Ordillano	SGOD	RN III	Female
7. Thessie P. Oracion	SGOD	RN III	Female
8. Abet R. Faundo	SGOD	EPS II	Male
9. Rey R. Raymundo	SGOD	EPS II	Male
10. Kelvin Rei J. Labaguis	OSDS	CLERK II	Male
11. Julius Christian M. Llanes	SGOD	JO	Male
12. Princes Leny B. Hernandez	SGOD	JO	Female
<b>Schools Division Research Committee</b>			
1. Dr. Mabel F. Musa	OSDS	ASDS	Female
2. Ma. Cecilia S. Manay	SGOD	CES	Female
3. John M. Chavez	CID	CES	Male
4. Maita M. Lazares	SGOD	EPS	Female
5. Dr. Fretzie P. Alcantara	SGOD	SEPS	Female
6. Maridel G. Lincallo	CID	PSDS	Female
7. Jelly L. Sore	CID	EPS	Female
8. Florie M. Regencia	CID	EPS	Female
9. Dr. Ma. Shiela S. Saet	CID	EPS	Female
10. Dr. Nestor T. Rualo	CID	EPS	Male
11. Freddie M. Malabayabas	CID	EPS	Male
12. Edson R. Sapungan	Bangbang NHS	SST III	Male
13. Lowellyn R. Peñaredonda	Landy NHS	SST II	Female
14. Eugene L. Menorca	Balanacan NHS	SST III	Male
			Male - 11
			Female - 15
			Total - 26

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque

**TRAINING MATRIX**  
**Capability Building on Conducting Action Research for Newly Promoted Master Teachers in the Schools Division of Marinduque- Phase 3**  
 November 22, 29 and December 6, 2024

<b>Day 1 – November 22 (Friday)</b>		
<b>Time</b>	<b>Activity</b>	<b>Personnel Involved</b>
7:30 – 8:00 AM	Arrival & Registration	PMT
8:01 – 8:45 AM	Opening Program Preliminaries • Philippine National Anthem • Ecumenical Prayer • Bagong Pilipinas Hymn • MIMAROPA March • SDO Hymn • DepEd Quality Policy Statement • Acknowledgement of Participants • Welcome Remarks • Inspirational Message • Statement of Purpose • Leveling of Expectations • Photo Documentation • House Rules & Reminders	PMT
8:46 – 9:00 AM	Evaluating the Introduction and Rationale	Bernadith R. Lacerna SEPS-PRS
9:01 – 9:30 AM	Evaluating the Literature Review	
9:31 – 10:00 AM	Health Break	
10:01 – 12:00 NN	Evaluating the Literature Review	Bernadith R. Lacerna SEPS-PRS
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:30 PM	Evaluating the Research Questions	Bernadith R. Lacerna SEPS-PRS
2:31 – 3:30 PM	Evaluating the Research Methodology	
3:31 – 3:45 PM	Health Break	
3:46 – 4:30 PM	Evaluating the Work Plan and Timelines	Bernadith R. Lacerna SEPS-PRS
4:31 – 5:00 PM	Evaluating Cost Estimates	
<b>Day 2 – November 29, 2024 (Friday)</b>		
<b>Time</b>	<b>Activity</b>	<b>Personnel Involved</b>
8:00 – 8:30 AM	Preliminaries	PMT
8:31 – 9:30 AM	Presentation of Research Proposals	PMT, SDRC
9:31 – 9:45 AM	Health Break	
9:46 – 12:00 NN	Presentation of Research Proposals	PMT, SDRC
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Presentation of Research Proposals	PMT, SDRC
3:01 – 3:15 PM	Health Break	

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque

3:16 – 4:30 PM	Presentation of Research Proposals	PMT, SDRC
4:31 – 5:00 PM	Clearing House	PMT
<b>Day 3 – December 6, 2024 (Friday)</b>		
8:00 – 8:30 AM	Preliminaries	PMT
8:31 – 10:00 AM	Presentation of Research Proposals	PMT, SDRC
10:01 – 10:15 AM	Health Break	
10:16 – 12:00 NN	Presentation of Research Proposals	PMT, SDRC
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Presentation of Research Proposals	PMT, SDRC
3:01 – 3:15 PM	Health Break	
3:16 – 4:30 PM	Closing Program	
4:31 – 5:00 PM	Home Sweet Home	

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel, Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque