

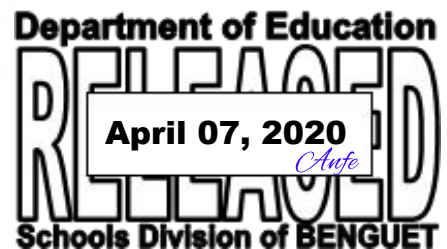
	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422-7501	
<b>DIVISION MEMORANDUM NO. 080 S. 2020</b>		

TO: Office of the Schools Division Superintendent  
 School Governance and Operations Division  
 Curriculum Implementation Division  
 Public Secondary and Elementary School Heads  
 All Others Concerned

FROM:   
**BENILDA M. DAYTACA, EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC - Schools Division Superintendent



SUBJECT: Basic and Action Research Writeshop through Telecommunication for SDO Personnel, District Research Coordinators, and Research Technical Working Group

DATE: April 06, 2020

1. Pursuant to DepEd Memorandum no. 43, s. 2020 re Guidelines on the Alternative Work arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures, the School Governance and Operations Division through the Planning and Research unit in coordination with the Information and Communication Technology unit will conduct the seven day Basic and Action Research writeshop through telecommunication on April 8,13,16,20,22, 27, and 30, 2020.
2. The writeshop aims to:
  - a. Address the needs of SDO Personnel and District Research Coordinators in writing a research proposal in compliance to their Key Result Areas indicated in their Professional Competency Profile and Individual Professional Development Plan;
  - b. Render technical assistance in groups, pairs, or individual through all possible telecommunication available;
  - c. Continue in improving the culture of research in the Division, and advocate the DepEd Basic Education Research Agenda and DepEd Research Guidelines; and
  - d. Produce and submit at least 55 research proposals for review and approval.
3. The Opening and orientation of the writeshop will be on April 8, 2020 at exactly 8:00am through webinar. All participants are encouraged to log-in following the schedule identified in the enclosure for relevant information are to be disseminated. The webinar link will be provided through text or messenger on or before the activity.
4. Participants are expected to prepare their laptop with browser/ mobile phone installed with Hangouts Meet application. PLDT Home Prepaid WIFI unit for field facilitators or Technical Working Group members shall be provided and to include the Internet / WIFI load of P300 to each participant chargeable against 2019 HRTD fund subject to the usual auditing rules and regulations.

5. Participants who cannot join the writeshop are requested to notify the Planning and Research Section through xylene for them not to be included in the distribution of Internet / WIFI load or PLDT Home Prepaid WIFI unit. Same condition applies to participants who will not participate in any telecommunication required for the implementation of the activity, this means, attendance and accomplishments shall be monitored.
6. The participants of this activity were identified based from their Position and Competency Profile, and are representative/s of their office section/unit. Research District Coordinators and Technical Working Group from the field are also included to participate at the same time facilitate.
7. The flow of the 7 day writeshop through different modes of telecommunication and the participants and facilitators of this activity are found in the enclosures. Modifications for the enclosures will be posted in your office Facebook group chats with permission from admin.
8. Immediate dissemination of this memorandum to all concerned personnel is enjoined.

No.	Name	Office	Sex
1	Benilda M. Daytaca, EDD, CESO VI	OSDS	Female
2	Rizalyn Guznian	CID	Female
3	Lucio Alawas	SGOD	Male
4	Delia Bandao	SGOD	Female
5	Corazon Quipot	SGOD	Female
6	Jocelyn Alimondo	SGOD	Female
7	May Claire Jimenez	SGOD	Female
8	Stephen Bulalin	SGOD	Male
9	Joven Agtani	SGOD	Male
10	Virginia Basatan	SGOD	Female
11	Nerissa Barbosa	SGOD	Female
12	Gemma Basatan	SGOD	Female
13	Arvin Doman	SGOD	Male
14	Roselle Kristine Waguis	SGOD	Female
15	Joane Bumanghat	SGOD	Female
16	Marcelino Samonte	SGOD	Male
17	Abraham Ulep	SGOD	Male
18	Mary Grace Matias	SGOD	Female
19	Karren Gagui	SGOD	Female
20	Shelby Sangao	SGOD	Female
21	Carol Iqualdo	SGOD	Female
22	Cesar Luma-ang	SGOD	Male
23	Mercy Rose Pangesfan	OSDS	Female
24	Florabel Balanon	OSDS	Female
25	Julie Ann Soriano	OSDS	Female
26	Twinke Asudera	OSDS	Female
27	Mel Alingbas	OSDS	Male
28	Jaro Rosal	OSDS	Male
29	Puriza Aguindang	OSDS	Female
30	Sonia Dupagan	CID	Female
31	Samuel Ayangdan	CID	Male
32	Macarthy Malanes	CID	Male
33	Warden Baltazar	CID	Male
34	Tito Bestre	CID	Male
35	Rose Anapen	CID	Female
36	Erlinda Quinuan	CID	Female
37	Aladin Dobinto	CID/ PSDS	Male
38	Virginia Salio-an	CID/ CP	Female
39	Herminia Osting	CID/CP	Female
40	Melchor Tican	CID/ PSDS	Male
41	Joseph Pacpaco	CID/ PSDS	Male
42	William Abance	CID/ PSDS	Male
43	Simon Backian	CID/ CP	Male
44	Molly Ablaza	CID/ PSDS	Female
45	Jonathan sadey	CID / CP	Male
46	Marcelino Baldo	CID / CP	Male
47	Ambrosio Atew	CID/ PSDS	Male
48	Delarosa Delmas	CID/ PSDS	Male
49	Ludinia Sanu-an	CID/ PSDS	Female
50	Rosita Dayag	CID / PSDS	Female
51	Dolores Fidel	District Coordinator - Bakun	Female
52	Gloria Hilario	District Coordinator - Bokod	Female
53	Christine Puguon	District Coordinator - Itogon I	Female
54	Juliet Baldo	District Coordinator – Itogon II	Female
55	Agrifina Compala	District Coordinator – Kapangan	Female

56	Sonia Sab-it	District Coordinator – Kibungan	Female
57	Edgar Vicente	District Coordinator – La Trinidad	Male
58	Mana Estakio	District Coordinator – La Trinidad	Female
59	Maryflor Hipol	District Coordinator – Sablan	Female
60	Florence Pawig	District Coordinator – Tu ba	Female
61	Angelita Laoyan	District Coordinator – Tublay	Female
62	Xylene Grail D. Kinomis	Facilitator/ SGOD	Female
63	Wilfred Bagsao	Facilitator/ CID	Male
64	Francis Peckley	Facilitator/ CID	Male
65	Jomar Palileng	Facilitator/ Technical Working Group Buguias	Male
66	Karen Bosaing	Facilitator/ Technical Working Group La Trinidad	Female
67	Efagenia Paing	Facilitator/ Technical Working Group Efagenia Paing	Female
68	Rachel Basalong	Facilitator/ Technical Working Group La Trinidad	Female
69	Rose Kayee Pecay	Facilitator/ Technical Working Group La Trinidad	Female
70	Mark Aljun Valenciano	Facilitator/ Technical Working Group Tublay	Male
71	Jardson Onio	Facilitator/ Technical Working Group Mankayan	Male

- Activity 1 Introduction and Rationale / Context and Rationale  
Related Literature / Intervention, Innovation, Strategies  
Statement of the Problem
- Activity 2 Research Methods part 1
- Activity 3 Research Methods Part 2
- Activity 4 Other parts (workplan, plans for dissemination and advocacy, reference)
- Activity 5 Questionnaire, communication letters, forms and other attachments
- Activity 6 and 7 Proposal Defense

Day 1: April 8, 2020

Time	Activity / Topic	Person/s in-charge
8:30 am – 8:45 am	Prayer	Delia Bandao SP1 – SMM&E
	Opening Message	Benilda M. Daytaca, EDD SDS
9:00 am – 10:30 am	Research introduction	Lucio Alawas CES SGOD - Message (Group 1 and 2)
	Lecturette Introduction to BERA	
11:00 am – 12:00 noon	Basic and Action Research Proposal writing	Rizalyn Guznina, EDD - Message (Group 3) Facilitator Xylene Grail D. Kinomis SEPS P&R
	Open forum / Q & A Orientation of how the next 6 days of writeshop will be conducted	
	1 <sup>st</sup> activity and due date to be given	

*Note: Individual or group TA will be rendered by SEPS P&R and identified TWGs from April 8 to 13, 2020*

Day 2: April 13, 2020

Time	Activity / Topic	Person/s in-charge
8:00 am to 5:00 pm	Individual submission of activity 1 outputs through e-mail	All proponents
	Proposal to be reviewed on the spot or after a day or two through Google meet or other modes of telecommunication with TWGs <i>Note: to schedule Google meet if there are requests/ when necessary</i>	TWGs / reviewers with proponents (as needed)
	Proposals to be returned after suggestions are incorporated (through e-mail)	SEPS P&R
	Giving of Activity 2 and other instruction for completion of requirements through e-mail / GC created	

*Note: Individual or group TA will be rendered by SEPS P&R and identified TWGs from April 13 to 16, 2020*

Day 3: April 16, 2020

<b>Time</b>	<b>Activity / Topic</b>	<b>Person/s in-charge</b>
Group 1 9:00 am – 10:00 am Group 2 10:00 am – 11:00 am Group 3 11:00 am – 12 noon	Google Meet (as needed Unless other telecommunication will suffice)  Sharing of best outputs  Sharing of common errors  Sharing of salient points needed to improve activity 1  Note: parallel google meet session –an option	All proponents and TWGs
8:00 am to 5:00 pm	Individual submission of activity 2 outputs (through e-mail)	All proponents
	Proposal to be reviewed on the spot or after a day or two (google meet between TWGs / reviewers)	TWGs / reviewers with proponents (as needed)
	Proposals to be returned after suggestions are incorporated (through e-mail)	SEPS P&R
	Giving of Activity 3 and other instruction for completion of requirements	

*Note: Individual or group TA will be rendered by SEPS P&R and identified TWGs from April 16 to 20, 2020*

Day 4: April 20, 2020

<b>Time</b>	<b>Activity / Topic</b>	<b>Person/s in-charge</b>
Group 1 9:00 am – 10:00 am Group 2 10:00 am – 11:00 am Group 3 11:00 am – 12 noon	Google Meet (as needed Unless other telecommunication will suffice)  Sharing of best outputs  Sharing of common errors  Sharing of salient points needed to improve activity 2  Note: parallel google meet session –an option	All proponents and TWGs
8:00 am to 5:00 pm	Individual submission of activity 3 outputs (through e-mail)	All proponents
	Proposal to be reviewed on the spot or in a day or two (google meet between TWGs / reviewers)	TWGs / reviewers with proponents (as needed)
	Proposals to be returned after suggestions are incorporated (through e-mail)	SEPS P&R
	Giving of Activity 4 and other instruction for completion of requirements	

*Note: Individual or group TA will be rendered by SEPS P&R and identified TWGs from April 20 to 22, 2020*

Day 5: April 22, 2020

<b>Time</b>	<b>Activity / Topic</b>	<b>Person/s in-charge</b>
Group 1 9:00 am – 10:00 am Group 2 10:00 am – 11:00 am Group 3 11:00 am – 12 noon  Unless other telecommunication will suffice	Google Meet  Sharing of best outputs  Sharing of common errors  Sharing of salient points needed to improve activity 3  Note: parallel google meet session –an option	All proponents and TWGs
8:00 am to 5:00 pm	Individual submission of activity 4 outputs (through e-mail)	All proponents
	Proposal to be reviewed on the spot or in a day or two (google meet between TWGs / reviewers)	TWGs / reviewers with proponents (as needed)
	Proposals to be returned after suggestions are incorporated (through e-mail)	SEPS P&R
	Giving of Activity 5 and other instruction for completion of requirements  Due date of paper: April 25,2020	

*Note: Individual or group TA will be rendered by SEPS P&R and identified TWGs from April 22 to 27, 2020*

Day 6 and 7: April 27 and 30, 2020 (other dates may be considered after the 27<sup>th</sup> but not later than the 30<sup>th</sup>)

<b>Time</b>	<b>Activity / Topic</b>	<b>Person/s in-charge</b>
8:00 am to 5:00 pm	Scheduled Panel defense	SEPS/ TWGs/ SDRCs

*Note: Individual or group TA will be rendered by SEPS P&R and identified TWGs from April 27 to 30, 2020*