



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

September 12, 2023

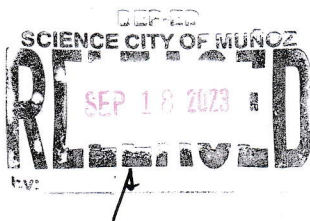
SCHOOLS DIVISION MEMORANDUM

No. 345, s. 2023

ORIENTATION ON THE PREPARATION, ADMINISTRATION, AND MONITORING OF RESEARCH AND INNOVATION PROJECTS IN THE SCHOOLS DIVISION

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

1. Pursuant to Regional Memorandum No. 408, s. 2023 and DepEd Order 16, s. 2017 which state that all DepEd personnel are required to comply with the directions in managing research and innovation projects, the Schools Division Office shall conduct an Orientation on the Preparation, Administration, and Monitoring of Research and Innovation Projects for School Heads, Master Teachers/Teachers and SDO key personnel on September 21, 2023, 8:30 am at the Schools Division Conference Hall.
2. This activity aims to orient the teaching and non-teaching personnel regarding the management of research and innovation projects to produce quality outputs.
3. Enclosure No. 1 of this Memorandum indicates the list of participants.
4. This issuance shall serve as authority to travel of the participants.
5. For questions and clarifications, please contact Faye Camille C. Abao, EPS II, Division Research Focal Person, through the email address faye.abao@deped.gov.ph.
6. Immediate and wide dissemination of this Memorandum is desired.



Johanna N. Gervacio
JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

FCA/ Orientation on The Preparation, Administration, and Monitoring of Research and Innovation Projects in the Division
004/ September 12, 2023



Loyal, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
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Certificate No. 50500731 QM15



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Enclosure No. 1 to SDM No. 345, s. 2023

The List of Participants per Functional Division

Participants		
FUNCTIONAL DIVISION	POSITION	NUMBER
OSDS	SDS	1
	ASDS	1
	Unit Heads	7
<i>Sub-Total</i>		9
CID	Chief ES	1
	ESP	10
<i>Sub-Total</i>		11
SGOD	Chief ES	1
	SEPS (HRD/SMME)	2
	EPS II (Research/SMN)	2
	PDO II (DRRM)	1
	PO III	1
	Secretariat	2
<i>Sub-Total</i>		9
Public Elementary and Secondary School	School Heads	38
	1 Representative per school (Preferably Master Teacher or Department Head)	38
<i>Sub - Total</i>		76
Grand Total		105



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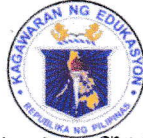
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Enclosure No. 2 to SDM No. 34, s. 2023

JOHANNA N. GERVACIO PhD, CESO V	Schools Division Superintendent Adviser
ERLEO T. VILLAROS, PhD	OIC – Assistant Schools Superintendent Chairman
BERNARDO A. GARGABITE, EdD	Chief Education Supervisor – SGOD Co-chair
LARRY B. ESPIRITU, PhD	Chief Education Supervisor – CID Co-Chair
WINNIE W. POLI	EPS, Math Member
NELIE D. SACMAN, PhD	EPS, Science Member
AILEEN G. MACTAL	EPS, English Member
MERCEDITA D. SALDERO	EPS, Values Education Member
MELODY E. GALINGAN	EPS, Araling Panlipunan Member
ZORAIDA F. ESPINO	EPS, EPP/TLE/TVL Member
MARY QUEEN P. ORPILLA, PhD	EPS, Filipino Member
AUGUSTO A. MATEO	EPS, MAPEH Member
NOVALYN C. RODOLFO, EdD	EPS, ALS Member
RODOLFO A. DIZON, PhD	EPS, LRMDS Member
JOMEL V. MANGAWANG	Accountant III Member
ENGR. MARLON V. SIMINIG	Planning Officer III Alternate Member
MINDA MAE V. MANGALINDAN	Administrative Office V Alternate Member
LAMBERTO P. CORPUZ	Senior Education Program Specialist Secretariat
CYRIL S. TALUSAN	Senior Education Program Specialist Secretariat
JOEL G. DIZON	Education Program Specialist II Secretariat
FAYE CAMILLE C. ABAO	Education Program Specialist II Research Focal Person



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