



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

06 February 2024

SCHOOLS DIVISION MEMORANDUM

No. 048

s. 2024

SCHOOLS DIVISION TRAINING WORKSHOP ON CRAFTING RESEARCH AND INNOVATION PROJECT PROPOSALS (PHASES 1 & 2)

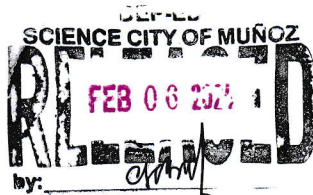
TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. In accordance with DepEd Order No. 16, s. 2017 known as the Research Management Guidelines (RMG), RM No. 408, s. 2023 or the Implementation Guidelines on Innovation Management, and in support with DepEd's New MATATAG Agenda, this Office, through the School Governance and Operations Division (SGOD), shall conduct Schools Division Training Workshop on Crafting Research and Innovation Project Proposals (Phases 1 & 2) on February 15-16 and 22-23, 2024.
2. The training aims to:
 - a. improve participants' ability to articulate research and innovation ideas and methodologies in a clear and concise manner;
 - b. capacitate master teachers, head teachers and school research coordinators in research and innovation writing, including data analysis, proper citation, plagiarism avoidance, and maintaining integrity in reporting findings;
 - c. investigate and reflect on their teaching practices, leading to improvements in their instructional methods, student engagement, and school operations and governance; and
 - d. produce quality outputs by the researchers and innovators in the division.
3. The training venue will be announced in a separate issuance.
4. Participants in this training workshop are all Elementary and Secondary School Master Teachers, Head Teachers, and School Research Coordinators. Participants are advised to register at <http://tinyurl.com/researchandinnov2024> and bring their own laptop, extension cord, and internet device.
5. Meals and travel expenses of the teacher participants shall be charged against school MOOE or other local funds subject to the usual accounting and auditing rules and regulations.



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

6. Relative to this, a planning meeting shall be conducted on February 8, 2024, 3:30 p.m. at SGOD Office. Participants in this activity are the members of the Technical Working Group (TWG) composed of the Schools Division Research Team (SDRT), SEPS (HRD and SMME), and Medical Officer III.
7. This Memorandum will serve as Travel Authority of the concerned participants.
8. Attached to this Memorandum are:
Enclosure 1: List of Program Management Team and Technical Working Group
Enclosure 2: Training Matrix
9. For queries and concerns, you may contact the project proponent MS. RONA MAY E. CRUZ, through her email address ronamay.esperanzate@deped.gov.ph or through her CP# 09656870931.
10. Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVAICIO PhD, CESO V
Schools Division Superintendent

Encl. As stated
Reference: DepEd Order No. 16, s. 2017 and RM No. 408, s. 2023

To be indicated in the Perpetual Index
Under the following subjects:

RESEARCH AND INNOVATION PROPOSALS

*SGOD/ RMEC/ Training-Workshop in Crafting Research and Innovation Proposals
03/ February 05, 2024*



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

Enclosure 1 to Division Memorandum No. ⁰⁴⁹s. 2024

Program Management Team

Consultants: JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

RONILO E. HILARIO CESO VI
Assistant Schools Division Superintendent

Chair: BERNARDO A. GARGABITE, EdD
Chief ES – School Governance Division

LARRY B. ESPIRITU PhD
Chief ES – Curriculum Implementation Division

Co-chairs WINNIE W. POLI
EPS – SGOD

NELIE D. SACMAN, PhD
EPS I – Science

RONA MAY E. CRUZ
SDC for Research and Innovation

Medical Representative Marianne C. Coronel MD
Monitoring and Evaluation Lamberto Corpuz
Human Resource Development Cyril S. Talusan

Technical Working Group

Chair: Rona May E. Cruz Planning and Research Focal Person

Co-chairs: Wensdy S. Casio SDRT Asst. Leader/ HTIII
Michael A. Castañeda HTIII

Members: Jackylou G. Alberto SDRT Asst. Leader/ HTI
Jeffrey E. Banawe SDRT Asst. Leader/ HTI



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

Enclosure 2 to Division Memorandum No. ⁰⁴⁸ s. 2024

Training Matrix

PHASE 1: CRAFTING INNOVATION PROJECT PROPOSALS

Time	Topic/Activity	Resource Speaker/s Person In-Charge
Day 1: February 15, 2024		
7:00-8:00	Registration/ Attendance	TWG
8:00-8:30	Preliminaries National Anthem Prayer DepEd Muñoz Hymn DepEd Quality Policy Statement Roll Call of Participants Energizer	AVP AVP AVP AVP Jeffrey E. Banawe <i>Head Teacher I, SAIS</i> AVP
8:30-8:45	Welcome Remarks and Statement of Purpose	Bernardo A. Gargabite EdD <i>Chief ES-SGOD</i>
8:45-9:00	Message	Johanna N. Gervacio PhD, CESO V <i>Schools Division Superintendent</i>
9:00-10:00	Session 1: Innovative Thinking and Problem Solving <ul style="list-style-type: none"> • Introduction • Innovation Strategy • Enhancing Creativity • Idea Selection • Evaluating Ideas 	Nelie D. Sacman PhD <i>EPS – Science</i> Bernardo A. Gargabite EdD <i>Chief ES- SGOD</i>
10:00-10:15	Health Break	
10:15-12:00	<ul style="list-style-type: none"> • Implementation of Innovation • People and Organization 	Nelie D. Sacman PhD <i>EPS – Science</i> Bernardo A. Gargabite EdD <i>Chief ES- SGOD</i>
12:00-1:00	Lunch Break	
1:00-2:00	Session 2: Innovation Project Proposal	Winnie W. Poli <i>EPS-SGOD</i>
2:00-2:30	Instruction for Workshop	Rona May E. Cruz <i>Planning and Research Focal Person</i>
2:30-3:00	Health Break	
3:00-5:00	Workshop Proper	
Day 2: February 16, 2024		
8:00-8:30	Preliminaries Makabayan Song Prayer Roll Call of Participants	AVP AVP Jackylou G. Alberto





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

	Energizer	<i>Head Teacher I, Maragol IS</i> Wensdy S. Casio <i>Head Teacher III, MNHS Main JHS</i>
8:30-11:30	Session 3: Assessment of Impact	Lyndon Moraes <i>Senior Education Program Specialist in Planning and Research SDO City of San Fernando</i>
11:30-12:00	Workshop Proper	
12:00 – 1:00	Lunch Break	
1:00-5:00	Presentation of Outputs	

PHASE 2: CRAFTING RESEARCH PROPOSALS

Time	Topic/Activity	Resource Speaker/s Person In-Charge
Day 1: February 22, 2024		
7:00-8:00	Registration/ Attendance	TWG
8:00-8:30	Preliminaries National Anthem Prayer DepEd Muñoz Hymn DepEd Quality Policy Statement Roll Call of Participants Energizer	AVP AVP AVP AVP Michael A. Castañeda <i>Head Teacher III, MNHS-Annex</i> AVP
8:30-8:45	Welcome Remarks and Statement of Purpose	Bernardo A. Gargabite EdD <i>Chief ES-SGOD</i>
8:45-9:00	Message	Johanna N. Gervacio PhD, CESO V <i>Schools Division Superintendent</i>
9:00-10:00	Session 1: Writing Action Research	JOEL M. TORRES, PhD <i>Professor III Central Luzon State University</i>
10:00-10:15	Health Break	
10:15-12:00	Session 1: Writing Action Research	JOEL M. TORRES, PhD <i>Professor III Central Luzon State University</i>
12:00 – 1:00	Lunch Break	
1:00-3:00	Session 1: Writing Action Research	JOEL M. TORRES, PhD <i>Professor III Central Luzon State University</i>
3:00-3:15	Health Break	
3:15-3:30	Instruction for Workshop	Rona May E. Cruz <i>Planning and Research Focal Person</i>
3:30-5:00	Open Forum and Workshop	

Day 2: February 23, 2024		
8:00-8:30	Preliminaries Makabayan Song Prayer Roll Call of Participants	AVP AVP Jackylou G. Alberto



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph



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

	Energizer	<i>Head Teacher I, Maragol IS</i> Wensdy S. Casio <i>Head Teacher III, MNHS Main JHS</i>
8:30-12:00	Session 2: Methods of Quantitative Research	Onneth O. Tejada <i>Acting Head, Department of Statistics, Central Luzon State University</i> Mel Jean R. Estolano Jomel R. Alanzalon <i>Department of Statistics, Central Luzon State University</i>
12:00 – 1:00	Lunch Break	
1:00-4:00	Presentation of Outputs	
4:00-5:00	Closing Program Ways Forward	