



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



April 5, 2018

MEMORANDUM

No. 015, s. 2018

**ESTABLISHMENT OF CABUYAO ASSOCIATION OF
RESEARCHERS AND EDUCATORS (CARE)**

TO :

- OIC-Assistant Schools Division Superintendent
- Chief Curriculum Implementation Division
- OIC-Chief School Governance and Operations Division
- Education Program Supervisors
- Public Schools District Supervisors
- Public Elementary, Secondary and Senior High School Heads
- Master Teachers
- Senior High School Teachers in Research
- All Others Concerned

1. In accordance to the provisions stated on the DepEd Order No. 16 s. 2017 which encourage the Schools Division Research Committee (SDRC) to come up with research initiatives that will improve and strengthen the research culture in the Schools Division, it is deemed necessary to establish an organization which will be the arm and manpower of the SDRC in implementing its programs and activities relative to research development.
2. This office informs the field about the establishment of research organization in the Schools Division of Cabuyao. The organization shall be named as **Cabuyao Association of Researchers and Educators (CARE)**. It is a non-profit, non-stock organization which will be composed of board of directors, officers and members. The SDRC will be automatically be part of the board of directors while the officers will be chosen from the pool of school heads, master teachers and research focal persons of the Division through the process of election. Members of CARE will be determined by invitation of the officers and approval of the board of directors.
3. This activity aims to:
 - a. To help SDRC effectively implements and facilitates its research programs and activities in the schools, districts and division levels through the manpower of the organization.
 - b. To develop support group that will promote and strengthen research culture in the Schools Division.
 - c. To provide opportunities for school heads and teachers to be involved in professional organization and be engaged in professional development activities relative to research.



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4. Participants to the said activity are as follow:

Participants	No. of Participants
School Heads/ Teachers-In-Charge	28
Research Focal Persons	28
Master Teachers (Elementary)	37
Master Teachers (High School)	13
Master Teachers (Senior High School)	6
SHS Teachers in Research	6
SDRC and SDRC Secretariat	30
TOTAL	148

5. The activities that will be conducted relative to establishment of the said organization are indicated below.

Activity	Objective	Persons In-Charge	Target Date
Election of Officers for Cabuyao Association of Researchers and Educators (CARE)	To elect set of officers for CARE	Schools Division Research Committee (SDRC)	April 26, 2018
Cabuyao Association of Researchers and Educators (CARE) Meeting of Officers	To discuss the different programs and activities that the SDRC will undertake	CARE Officers and the SDRC Representatives	May 3, 2018
CARE First Regular Meeting	To draft the By Laws and Constitution of the organization	CARE Officers and the SDRC Representatives	May 10, 2018

6. Transportation and other expenses of the participants relative to the above mentioned plan of activities shall be taken from the local funds subject to the usual accounting and auditing procedure.
7. Immediate and wide dissemination of this memorandum is desired.


DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent