

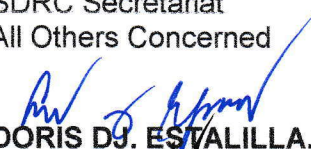


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO: OIC- Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC- Chief, School Governance and Operations Division
Schools Division Research Committee
SDRC Secretariat
All Others Concerned

FROM: 
DORIS D.J. ESTALILLA, Ed.D.
Officer-In-Charge
Schools Division Superintendent

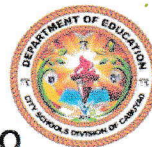
**SUBJECT: SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC) MEETING
AND EVALUATION OF RESEARCH PROPOSALS FOR
SCHOOL YEAR 2018-2019**

DATE: June 29, 2018

1. This office announces the Schools Division Research Committee (SDRC) Meeting and Evaluation of Research Proposals for School Year 2018-2019 on July 10, 2018 (Tuesday) 8: 00am – 5:00pm at Gabaldon Hall, Cabuyao Central School, Cabuyao City, Laguna.
2. This activity aims to (1) plan for upcoming activities of SDRC like the Oplan Saliksik: SHS Edition and Research Festival 2018; (2) discuss other programs and projects that will promote and strengthen the culture of research in the Schools Division; and (3) encourage outcome-based and replicable researches for improved learning and instruction.
3. Participants, program of activity and program management team are indicated in the attached Enclosures No. 1, 2 and 3 respectively.
4. Snacks and lunch for the participants will be provided charged against Special Education Fund (SEF), subject to usual accounting and auditing procedures.
5. Immediate and wide dissemination of this memorandum is desired.



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Enclosure No. 1

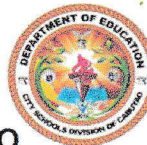
Participants

SCHOOLS DIVISION RESEARCH COMMITTEE AND SECRETARIAT

Position	Name
Adviser	Doris DJ. Estalilla, Ed.D
Chair	Elvira B. Catangay, Ed.D.
Co-chairs	Edna F. Hemedez, Ed.D.
	Jose Charlie S. Aloquin, Ph.D.
Members	Jeffrey A. Astillero, Ph.D
	Ma. Leonora M. Natividad
	Belen G. Gimutao
	Esperanza A. Maminta
By Invitation	Jonathan H. Marquez
	Jonathan F. Bernabe Ed.D.
	Alberto P. Labigan, Ed.D.
	Lourdes A. Terrones
	Marvin R. Vicente
	Tomas B. Dorado, Ed.D.
Secretariat	Reyarr L. Cruz
	Ronnie Z. Villanueva
Clerk	Catherine M. Fabella
	Joy Clarissa C. Armada
Technical Working Group	Anita S. Sullo
	Gilbert T. Bagsic



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Enclosure No. 2

PROGRAM OF ACTIVITY

Time	ACTIVITIES	PERSONS IN-CHARGE
7:00 – 8:00	Arrival and Registration	SDRC Secretariat
8:00 – 9:00	Opening Program <ul style="list-style-type: none">• National Anthem• Prayer• Presentation of Participants• Opening Remarks• Statement of Purpose• Inspirational Message	AVR Belen G. Gimutao Dr. Edna F. Hemedez Dr. Elvira B. Catangay Dr. Jose Charlie S. Aloquin Dr. Doris DJ. Estalilla
9:30 – 12:00	SDRC Meeting Agenda <ol style="list-style-type: none">1. Oplan Saliksik for Senior High School2. Research Festival 20183. Evaluation of Research Proposals4. Other matters	Dr. Jeffrey A. Astillero
1:00-2:00	Orientation on the Guidelines for Evaluation of Research Proposals	Ma. Leonora M. Natividad
2:00 – 4:00	Evaluation of Research Proposals	SDRC
4:00 – 5:00	Closing Program <ul style="list-style-type: none">• Giving of Certificate	SDRC Secretariat

Marvin R. Vicente
Masters of Ceremony



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Enclosure No. 3

PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCE

PMT Designation	Key Person/s Involved	Function/s
Chairperson	Dr. Doris DJ. Estalilla	Supervises the planning and implementation of the activity
Co-chair	Dr. Elvira B. Catangay Dr. Edna F. Hemedez Dr. Jose Charlie S. Aloquin	Oversees the entire program,
Program Manager	Dr. Jeffrey A. Astillero	Plans, coordinates and manages the activity
Logistics Officer	Anita S. Sullo	Plans and secures logistics to support the activity
Documenters	Dr. Tomas B. Dorado Esperanza A. Maminta	Takes pictures for documentation and prepares accomplishment report with narratives and pictures.
In-charge of Registration, Program and Certificates	Joy Clariza A. Armada Catherine M. Fabella	Attends to the records of attendance and prepares the program invitation, certificates of participation, recognition and appearance.
Physical Arrangement	Dr. Noel G. Sequito	Plans and prepares the physical facilities
In-charge of Sound system/ Visual Presentation	Ronnie Z. Villanueva	Checks and maintains the sound system and visual presentation
Monitoring and Evaluation	Reyarr L. Cruz	Facilitates the evaluation of the activity and prepares necessary reports
Medical and Health Officer	Gilbert T. Bagsic	Attends to health and medical needs of the participants
Masters of Ceremony	Marvin R. Vicente	Introduces the resource speakers and leads on the flow of the program