



February 19, 2018

DIVISION MEMORANDUM

No. 016, s. 2018

ORIENTATION OF STUDENT LEADERS AND PARENT-TEACHER ASSOCIATION (PTA) PRESIDENTS OF ELEMENTARY, SECONDARY AND SENIOR HIGH SCHOOLS ON RESEARCH PROGRAMS AND ACTIVITIES OF THE SCHOOLS DIVISION

To: OIC-Assistant Schools Division Superintendent
OIC-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
Schools Officers-In-Charge
All Others Concerned

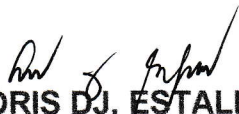
1. R.A. 9155 stipulates the role of the Schools Division in ensuring compliance of quality standards for basic education programs. In consonance with this, DepEd Order No. 39 s. 2016 also known as Adoption of the Basic Education Research Agenda provides guidance to DepEd and its stakeholders in the conduct of education research and in utilization of research results.
2. *Relative thereto, this office informs the field on the **Orientation of Student Leaders and Parent-Teacher Association (PTA) Presidents of Elementary, Secondary and Senior High Schools on Research Programs and Activities of the Schools Division** on March 12, 2018, (Monday) 8am – 5pm at Gabaldon Hall, Cabuyao Central Elementary School, Brgy. Dos, City of Cabuyao, Laguna.*
3. This activity aims to:
 - a. inform the Supreme Pupil Government (SPG), Supreme Student Government (SSG), Youth for the Environment in Schools – Officers (YES-O) and PTA Presidents of all public elementary and secondary schools in Cabuyao of their roles in the realization of Basic Education Research Agenda.
 - b. encourage cooperation of internal and external stakeholders on managing research initiatives in the division and school levels; and
 - c. promote the culture of research in the Schools Division.



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



4. Participants to the said activity are as follow:
 - one (1) SPG Presidents per public elementary school
 - one (1) SSG President per public secondary/senior high school
 - one (1) YES-O President per public elementary and secondary school
 - one (1) research focal person per public elementary and secondary school
5. The schedule of Orientation on the said date will be:
 - SPG, SSG and YES-O Presidents - 8am - 12nn
 - PTA Presidents - 1pm -5pm
6. Program of activity and program management team are indicated in Enclosures No.1 and 2.
7. Research focal person per school is advised to fill out the online registration form (Google Sheet) that will be posted in SGOD DepEd Cabuyao Group.
8. Snacks and lunch for the participants will be provided and charged against Special Education Fund (SEF) subject to usual accounting and auditing procedures.
9. Transportation expenses of the participants relative to the said activity shall be taken from local fund of the schools concerned.
10. Immediate and widest dissemination and compliance with this Memorandum is desired.


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



Enclosure No. 1 to DM - 010, s. 2018

**ORIENTATION OF STUDENT LEADERS AND PARENT-TEACHER
ASSOCIATION (PTA) PRESIDENTS OF ELEMENTARY, SECONDARY
AND SENIOR HIGH SCHOOLS ON RESEARCH PROGRAMS
AND ACTIVITIES OF THE SCHOOLS DIVISION**

March 12, 2018 (Monday), 8:00 AM – 5PM

Gabaldon Hall, Cabuyao Central Elementary School, Brgy. Dos,
City of Cabuyao, Laguna

MATRIX OF ACTIVITIES

Part I – SPG, SSG and YES-O Presidents

8: 00AM – 12NN

- A. Opening Program.....8:00AM – 9:00AM
- Prayer..... **REYARR L. CRUZ**
SEPS, M & E
- Opening Remarks.....**ELVIRA B. CATANGAY, Ed.D**
OIC-ASDS
- Inspirational Message.....**HON. ROMMEL A. GECOLEA**
City Mayor
- DORIS DJ. ESTALILLA**
OIC-SDS
- B. Orientation Proper 9:00PM – 11:00PM
- Importance of Research in Education..... **JEFFREY A. ASTILLERO**
SEPS Planning and Research
- Roles of Stakeholders in realization of
Basic Education Research Agenda**MA. LEONORA M. NATIVIDAD**
EPS - Science
- C. Open Forum.....11:00PM – 11:30PM
- D. Closing Program.....11:30PM – 12:00PM

ESPERANZA A. MAMINTA
Planning Officer III
Master of Ceremonies



Part II – PTA Presidents

1:00PM- 5:00PM

- A. Opening Program..... 8:00AM – 9:00AM
- Prayer..... **REYARR L. CRUZ**
SEPS, M & E
- Opening Remarks.....**ELVIRA B. CATANGAY, Ed.D**
OIC-ASDS
- Inspirational Message.....**HON. ROMMEL A. GECOLEA**
City Mayor
- DORIS DJ. ESTALILLA**
OIC-SDS
- A. Orientation Proper 2:00PM – 4:00PM
- Importance of Research in Education..... **JEFFREY A. ASTILLERO**
SEPS Planning and Research
- Roles of Stakeholders in realization of
Basic Education Research Agenda**MA. LEONORA M. NATIVIDAD**
EPS - Science
- B. Open Forum.....4:00PM – 4:30PM
- C. Closing Program.....4:30PM – 5:00PM

ESPERANZA A. MAMINTA
Planning Officer III
Master of Ceremonies



Enclosure No. 2 to UM - 010, s. 2018

PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCE

TWG Assignment	Key Person/s Involved	Function/s
Program Director	Dr. Doris DJ. Estalilla	Supervises the planning and implementation of the Orientation Activity
Program Managers	Dr. Elvira B. Catangay Dr. Edna F. Hemedez Dr. Jose Charlie S. Aloquin	Oversees the entire program, coordinates all efforts and focuses on actual training to ensure that the orientation is well implemented as planned
Logistics Officer	Kamille Rose Mendoza	Plans and secure logistics to support the activity
Resource Persons	Jeffrey A. Astillero Ma. Leonora M. Natividad	Orients the participants about the research management guidelines, BERF and other research programs and activities of the Schools Division
Documenters	Esperanza A. Maminta Catherine M. Fabella Joy Clarissa C. Armada	Attends to the records of attendance, prepares the certificates of participation, recognition and appearance and takes picture for documentation
Finance Officers	Dianne Desiree Evasco Nida E. Elago	Oversees the efficient allocation of funds and timely release as well as documentation for liquidation
Program Facilitator	Jeffrey A. Astillero	Facilitates the program
Monitoring and Evaluation	Reyarr L. Cruz	Facilitates the evaluation of the activity and prepares necessary reports