



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan

Tel. No. (034) 471-2003
Fax No. (034) 471-2003
E-mail: dep_ed_bangkalan@yahoo.com.ph

DIVISION MEMORANDUM
No. 261, s. 2019

11 NOV 2019

RESEARCH WRITE SHOPS

TO: Asst. Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. The Schools Division Office of Kabankalan will conduct a Division Research Write shops with Selected Elementary / Secondary School Heads, Master Teachers, and Teachers November 27 -29, 2019; 8:00 AM – 5:00 PM at Zaycoland Resort & Hotel, Kabankalan City.
2. This activity aims to:
 - a. re-orient the participants of the DepEd Order No. 16 s. 2017, Research Management Guidelines;
 - b. write and present research proposals in both action and basic researches to qualify to BERF or Non-BERF; and
 - c. increase the percentage of research proposals to the Region.
3. The list of selected Elementary / Secondary School Heads, Masters Teachers and Teachers will be identified by the Public Schools District Supervisors of each district based on the number of pax allocation below / dates.

Participants	Date	No. of Pax
Teachers	Nov. 27, 2019	5 pax per District
Master Teachers	Nov. 28, 2019	5 pax per District
School Heads	Nov. 29, 2019	5 pax per district

4. The List of participants will be submitted to the planning and research unit at the SGOD Office on November 19 2019.
5. The participants must bring the following:
 - a. Pocket Wi-fi with Load
 - b. Laptop
 - c. Extension Wire
 - d. Target Research Problem (with RRL)
 - e. USB
6. Meals / venue will be charged against Division INSET / HRTD Funds while travelling expenses will be charged against school MOOE / Local funds subject to usual accounting and auditing rules and regulations.
7. For immediate dissemination and compliance.

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LYN ROSE E. OTEA
AO - V BUDGET OFFICE
PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent