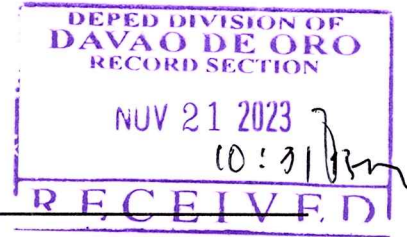




Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

November 14, 2023

DIVISION MEMORANDUM  
SGOD -2023- 960

**UPSKILLING OF SCHOOL HEADS ON EDUCATIONAL RESEARCH**

To: OIC – Assistant School Division Superintendent  
SGOD Chief and OIC – CID Chief  
All Concerned PSDSs/DCPs  
All Concerned School Heads  
All Identified SDO Personnel  
Identified Participants

1. This Office through the School Governance and Operations Division – Planning and Research Section (SGOD-PRS) will conduct an Upskilling of School Heads on Educational Research on December 11-13, 2023 at Heroben Hometel, Tagum City, Davao del Norte.
2. With this, the identified participants are directed to participate in the said activity and are reminded to bring their laptops, Wi-Fi modem, and extension cords.
3. All Teacher-In-Charge (TICs) and other teaching-related participants shall strictly observe the **“No Disruption of Classes Policy”** given their attendance in the said meeting.
4. Also, attached is the list of the identified participants and approved leave of absence are hereby recalled by this Office.
5. Transportation and other incidental expenses are chargeable against Division/School MOOE/Local Funds, whichever is applicable, while food and accommodations are chargeable against Provincial Local Government Unit – Special Education Fund (PLGU-SEF) subject to the usual accounting and auditing rules and regulations.
6. Widest dissemination and strict compliance with this Memorandum is directed.

**CRISTY C. EPE**  
Schools Division Superintendent

Encl.: As stated  
Reference:  
FN: SEFTraining



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Office of the Schools Division  
Superintendent

**LIST OF PARTICIPANTS**

1. SDS Cristy C. Epe
2. ASDS Arlyn B. Lim
3. Chief Ruben J. Reponte
4. Wilfredo P. Takasan
5. Annalyn M. Loreto
6. Shiela L. Cambungga
7. Marnelyjane A. Bernal
8. Joseph J. Corpuz
9. Amor P. Curimao
10. Teena Marie B. Bautista
11. Willie Jun R. Broce
12. Krystal Joy M. Clamares
13. Maria Paula B. Dimatawaran
14. Ronel C. Homeo
15. Justine Therese M. Rica
16. John Marco M. Suazo
17. Liezl L. Urdaneta
18. Vilma B. Sangian
19. Joy N. Goc-ong

No.	District	School	Family Name	First Name	MI
1	Compostela East	Bongkilaton IS	Catienza	Reynaldo	M.
2	Compostela East	Puting Bato ES	Caballero	Saldy	A.
3	Compostela East	Ngan ES	Suarez	Dennis	A.
4	Compostela East	Lower Panansalan ES	Salinas	Victor	E.
5	Compostela East	Maugat ES	Balawag	Daril Jhon	B.
6	Laak North	Kiokmay ES	Memoracion	Rosielyn	G.
7	Laak North	Tugas ES	Batiancila	Dodjie	N.
8	Laak North	Anitap ES	Pompac	Leilani	L.
9	Laak North	Limot ES	Marimon	Jim	R.
10	Laak North	Bayanihan ES	Algabre	Elsa	L.
11	Laak North	Katipunan ES	Laparceros	Ricardo	D.
12	Laak North	Datu Davao NHS	Toñacao	Ricky	A.
13	Laak North	L.S. Sarmiento ES	Saavedra	Rolando	L.
14	Laak North	Amogad ES	Tilos	Earl Rainville	G.
15	Laak North	El Katipunan ES	Onong	Enecita	P.



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16	Laak North	Lower Ampawid ES	Arcilla	,	Dominena	A.
17	Laak North	Malinao ES	Mahinay	,	Gretchen Marie	V.
18	Laak North	Mansinao-An ES	Calipusan	,	Michael	V.
19	Laak South	Kibaguio ES	Hao	,	Dexter	C.
20	Laak South	Makopa ES	Pansangan	,	Rutchie	C.
21	Laak South	Tuk-An ES	Sevilla	,	Tessie Christine	T.
22	Laak South	Bagong Silang ES	Ano	,	Gina	T.
23	Laak South	San Antonio National NHS	Otabe	,	Elizabeth	C.
24	Laak South	Dalimdim ES	Suelto	,	Juvy Ann	B.
25	Laak South	Tigasa ES	Cosal	,	Nilo	S.
26	Laak South	Kilagding National NHS	Maureal	,	Felix, Jr.	M.
27	Laak South	Banbanon ES	Hechanova	,	Geraldine	U.
28	Mabini	Golden Valley NHS	Bolonos	,	Rutchel	G.
29	Mabini	Masicareg ES	Asis	,	Odel	G.
30	Mabini	Mambatang ES	Cavite	,	Herminigilda	G.
31	Mabini	Anitapan NHS	Cadungog	,	May	R
32	Mabini	Singapores ES	Ceballos	,	Elizabeth	O.
33	Maco North	New Barili ES	Amora	,	Reyno	V.
34	Maco North	Singanán ES	Orgel	,	Vitiliano	M.
35	Maco North	New Visayas NHS	Mata		Nonito	C.
36	Maco South	Limbo ES	Allena	,	Lucille	C.
37	Maco South	Masara IS	Casquijo		Ian	C
38	Maco South	New Leyte NHS	Ellaga	,	Roel	N.
39	Maco South	Manipongol ES	Libaton	,	Rizallyn	C
40	Maco South	Panangan ES	Uruga	,	Rommel	G.
41	Maragusan East	New Negros ES	Alcano	,	Jason	S.
42	Maragusan East	Cambagang ES	Relatado	,	Cheryl	T.
43	Maragusan East	Sapawan ES	Calimutan	,	Mamerto, Jr.	S.
44	Maragusan East	Bahi NHS	Polinar	,	Jeffrey	M.
45	Maragusan East	Paloc NHS	Tormis	,	Ronnie	R.
46	Maragusan East	Caragan ES	Magtana	,	Danny	U.
47	Maragusan East	Kaluyapi ES	Daradar	,	Karen Mae	B.
48	Maragusan East	New Manay ES	Lindong	,	Sheilou Rheah	C.
49	Maragusan East	Tandik ES	Parba	,	Grace	O.
50	Maragusan East	Tuburan ES	Camerino	,	Wilma	A.



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51	Maragusan West	Mabugnao ES	Calalo	,	Marin Aiza	T.
52	Maragusan West	Bagong Silang NHS	Manuel	,	Erwin	A.
53	Maragusan West	Mahayahay ES	Gacmatan	,	Reynante	M.
54	Maragusan West	Magcagong NHS	Liquid	,	Ritchie	A.
55	Mawab	Tabontabon ES	Pandoro	,	Richel	S
56	Mawab	Katipunan ES	Dementoy	,	Jennifer	G
57	Mawab	Mahayag ES	Balaqui	,	Sheryl	L
58	Mawab	Lonolono ES	Bagnaam	,	Rics	L
59	Mawab	San Vicente ES	Gesulga	,	Mark	L
60	Monkayo East	Union NHS-Mt. Diwata Annex	Parajele	,	Bryan Gay	V.
61	Monkayo East	Pilar ES	Fabian	,	Lamela	C
62	Monkayo East	Boay ES	Galindo	,	Eduard	D
63	Monkayo East	Matangad ES	Bengay	,	Janine Iris	M
64	Monkayo West	Tuburan ES	Labad	,	Ramil	D.
65	Monkayo West	Casoon NHS	Gumia	,	Ian	P.
66	Monkayo West	New Kapatagan ES	Ponce De Leon	,	Cristita	A.
67	Monkayo West	New Kapatagan NHS	Delfin	,	Myrabelle	J.
68	Monkayo West	Liwanag ES	Baldonado	,	Jeanalyn	Q.
69	Monkayo West	Mabuhay ES	Catipay	,	Nelson	T.
70	Monkayo West	Moria ES	Labastida	,	Gerlie	D.
71	Montevista	Camansi NHS - JHS & SHS	Rodriguez	,	Roselyn	P.
72	Nabunturan East	Anislagan ES	Malaran	,	Anecito	B.
73	Nabunturan East	Inupuan ES	Yecyec	,	Gilbert	A.
74	Nabunturan East	Matagdungan ES	Roxas	,	Eunita	A.
75	Nabunturan East	Sasa ES	Cabanalan	,	Nora	A.
76	Nabunturan East	Tugunan ES	Sauquillo	,	Thelma	R.
77	Nabunturan East	New Daus ES	Dawa	,	Lislie	P.
78	Nabunturan East	San Vicente ES	Taray	,	Marites	U.
79	Nabunturan West	Tagaytay ES	Perges	,	Bernadette	P.
80	Nabunturan West	Magsaysay NHS	Aldaya	,	Gladys Ann	F.
81	New Bataan	Tandawan IS	Abana	,	Jumar	E.
82	New Bataan	Taytayan ES	Ventura	,	Ramel	E.
83	New Bataan	Cogonon IS	Taberna	,	Raul Jr.	E.



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84	New Bataan	Barabat ES	Dayday	,	Aldren	G.
85	New Bataan	Batinao ES	Brace	,	Cesar	B.
86	New Bataan	Pongpong IS	Polinar	,	Rosevy Ann	L.
87	New Bataan	San Isidro ES	Loney	,	Sarah Jane	M
88	New Bataan	Manurigao IS	Mabanding	,	Wiljhun	C.
89	New Bataan	Manurigao IS - Digaynon Extension	Vito	,	Joeramil	R.
90	New Bataan	Manurigao IS - Tanggaan Extension	Cristal	,	Ariel	P.
91	New Bataan	Inopawan ES	Malabarbas	,	Theresa	J.
92	New Bataan	Major Angel V. Fajardo NHS	Recto	,	Mildred	P.
93	New Bataan	Mapaso ES	Calape	,	Jennie	D.
94	New Bataan	Panag ES	Mangaliwan	,	Dwight	T.
95	New Bataan	San Roque ES	Sumampong	,	Diosdado	L.
96	New Bataan	Cagan NHS	Enumerables	,	Susan	S.
97	New Bataan	Pagsabangan ES	Maestre	,	Minnie Ross	M
98	New Bataan	La Purisima ES	Hingpit	,	Leofil	C.
99	New Bataan	Magsaysay ES	Bugani	,	Wilberto	T.
100	New Bataan	Uduan ES	Libarios	,	Sharl Jane	M.
101	Pantukan North	Upper Camili ES	Marmol	,	Merry Jake	G
102	Pantukan North	Gumayan IS	Largo	,	Kristine Mae	V.
103	Pantukan South	Araibo ES	Carmona	,	Nancy	P.
104	Pantukan South	Las Arenas ES	Lumakang	,	Marlou	C.
105	Pantukan South	Pulang Lupa ES	Tambal	,	Rico	Y.
106	Pantukan South	Boringot ES	Quiamco	,	Juvy	M.
107	Pantukan South	Piasusuan ES	Nacion	,	Eugene	B.
108	Pantukan South	Diat ES	Vicente	,	Franz Joey	L.
109	Pantukan South	Liniputan ES	Tambis	,	Jennylyn	L.
110	SDO	SGOD	Maghinay	,	Rosalie	G.
111	SDO	SGOD	Abregana	,	Lyzelle	C.
112	SDO	SGOD	Itanong	,	Erjen Mae	N.



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Superintendent

**MATRIX OF ACTIVITIES**

**Day 1 – December 11, 2023**

<b>TIME</b>	<b>PARTICULAR</b>	<b>CONCERN</b>
7:30 am – 8:00 am	Registration	<b>DRTWG</b>
8:00 am – 8:30 am	Prefatories	<b>AVP Presentation</b>
8:45 am - 8:50 am	Acknowledgment of Participants	<b>Wilfredo P. Takasan, EdD</b> <i>EPS, SGOD</i>
8:51 am – 9:00 am	Welcome Message	<b>Ruben R. Reponte, EdD</b> <i>Chief, SGOD</i>
9:00 am – 9:30 am	Inspirational Message	<b>Cristy C. Epe</b>
9:31 am – 12:00 am	<b>Session 1</b> Writeshop on Action Research Parts I, II and III	<b>Annalyn M. Loreto</b> <i>SEPS P and R</i>
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:30 pm	<b>Session 2</b> Writeshop on Action Research Part IV	<b>Annalyn M. Loreto</b> <i>SEPS P and R</i>
2:31 pm – 5:00 pm	<b>Session 3</b> Writeshop on Action Research Proposal	<b>Teena Marie B. Bautista</b> <i>DRTWG</i>



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Office of the Schools Division

Superintendent

Day 2- December 12, 2023

<b>TIME</b>	<b>PARTICULAR</b>	<b>CONCERN</b>
7:30 am – 8:00 am	Registration	<b>DRTWG</b>
8:00 am – 8:30 am	Prefatories	<b>AVP Presentation</b>
8:45 am - 8:50 am	Inspirational Message	<b>Arlyn B. Lim, PhD</b> Chief, CID/OIC-ASDS
8:50 am – 10:30 nn	<b>Session 4</b> How to Analyze and Present Research Data (Qualitative)	<b>Justine Therese M. Rica</b> <i>DRTWG</i>
10:31 am – 12:00 nn	<b>Session 5</b> How to Analyze and Present Research Data (Quantitative)	<b>Krystal Joy C. Clamares</b> <i>DRTWG</i> <b>Willie Jun R. Broce</b> <i>DRTWG</i>
12:01 nn – 1:00 pm	Lunch Break	
1:00 pm – 5:00 pm	<b>Session 6</b> How to Write Discussion of Results	<b>Maria Paula B. Dimatawaran</b> <i>DRTWG</i>



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Superintendent

Day 3 - December 13, 2023

TIME	PARTICULAR	CONCERN
7:30 am – 8:00 am	Registration	<b>DRTWG</b>
8:00 am – 8:30 am	Prefatories	<b>AVP Presentation</b>
8:31 am – 12:00 nn	Writeshop on Action Research Proposal	<b>DRTWGs Participants</b>
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 4:00 pm	<b>Presentation of Outputs</b>	<b>DRTWGs Participants</b>
4: 01 pm – 5:00 pm	Closing Program Giving of Certificates Impression/Insights Closing Remarks	



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