



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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September 11, 2019

ADVISORY

DEPED-CAR:
(Regional Memorandum No. 253, s. 2019 - 2019 DepEd – CAR REGIONAL RESEARCH CONFERENCE)

TO: Regional Office Division Chiefs / Officer-In-Charge
Schools Division Superintendents
Senior Education Program Specialists (SEPS – Planning and Research)
All Schools Divisions
Others Concerned

1. This is to announce that the venue of the 2019 DepEd – CAR Regional Research Conference on September 18-20, 2019 will be at **Gestdan Centrum, Bokawkan Road Corner P Burgos, Baguio City.**
2. Attached are the matrix of activities, mechanics, and committees for the conference.
3. All other provisions of Regional Memorandum No. 253, s. 2019 will remain in place.
4. Immediate and wide dissemination of this Advisory is desired.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

PPRD/PDE/cpp

2019 DepEd - CAR Regional Research Conference
 Theme: "Transforming Education through Research and Knowledge Exchange"
 September 18 – 20, 2019
 Gestdan Centrum, Bokawkan Road Corner P Burgos, Baguio City

MATRIX OF ACTIVITIES

DAY 1 – September 18, 2019		
1:00 - 3:00 PM	• Registration	Registration Committee
3:00 pm onwards	Opening Program	
	Nationalistic Song	KALINGA DIVISION
	Prayer	
	Cordillera Hymn	
	Presentation of Participants	Rafaela S. Gawigawen, Ed.D. EPS, PPRD
	Opening Remarks	Marie Carolyn B. Verano, CESO VI SDS, Baguio City
	Message	May B. Eclar, Ph.D., CESO V Regional Director
	Intermission	TABUK CITY DIVISION
	Introduction of the Keynote Speaker	Pio D. Ecuang, Ed.D. CES, PPRD
	Keynote Address Ramir S. Austria, Ph.D. Dean, CTE University of the Cordilleras	
	Overview and Mechanics of the Conference	Crisanta P. Pantaleon, PPRD
Dinner		
	• Solidarity Meeting of All Committees and Presenters	PPRD

Emcee: Mr. Jaeriel R. Bersamina and Ms. Froidelyn F. Docallas

DAY 2 – September 19, 2019		
	PLENARY SESSION	Person/s Responsible
7:45 - 8:00 am	Registration	Registration Committee
8:00 - 8:15 am	Preliminary Activities	BAGUIO CITY DIVISION
	Introduction of the Plenary Speaker	Florence E. Balictan, EPS-QAD
8:16 – 10:15 am	Plenary Speaker Dorothy De Vera Silva Professor Saint Louis University	

10:16 – 12:00 pm	Orientation on the Conduct of an Action Research	Jaeriel R. Bersamina SEPS, SDO Abra
	PARALLEL SESSIONS	
1:00 - 3:00 pm	1 st SESSION Presentation and Workshop (7 presenters / hall (3 Session Halls))	Session Managers Reactors Documenters Secretariat
3:00 –5:00 pm	2 ND SESSION Presentation and Workshop (6 presenters / hall (3 Session Halls))	Session Managers Reactors Documenters Secretariat
5:00-6:00 pm	Viewing and Poster Presentations	All SEPs

DAY 3 – September 20, 2019		
7:45 - 8:00 am	Registration	Registration Committee
8:00 - 8:15 am	Preliminary Activities	ABRA DIVISION
	Introduction of the Plenary Speaker	Maksim A. Botilas, EPS-QAD
	PLENARY SESSION	
8:16 – 10:15 am	Plenary Speaker Rocky C. Ngalob Information Officer / SPIC Focal National Commission on Indigenous People	
10:00-12:00 am	Presentation of Workshop Outputs / Session Hall	Session Managers
1:00 - 2:00 PM	Closing program	Person/s Responsible
	Nationalistic Song	MOUNTAIN PROVINCE DIVISION
	Prayer	
	Impressions	Nestor L. Bolayo, ASDS, Benguet
	Oath of Commitments	Marciana M. Aydinan, CES, Ifugao
	Challenge	May B. Eclar, Ph.D., CESO V Regional Director
	Distribution of Certificates	
Closing Remarks and Acknowledgement	Pio D. Ecuán, EdD CES, PPRD	

Emcee: Mr. John M. Libongen Jr. and Ms. Marciana B. Bomowey

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MECHANICS

1. **Research projects** which have been approved and funded under the Basic Education Research Fund (BERF) and submitted their final reports to the Regional Office as of February 7, 2019 are the qualified presenters.
2. **Presenters** shall be guided by the following mechanics of presentations:

Oral Presentation:

- i. Presentation shall last for maximum of 10 minutes. Prepare PowerPoint presentation with the following format:
 - a. Slide 1 – Title and Author/s
 - b. Slide 2 – Rationale
 - c. Slide 3 – Key Literature
 - d. Slide 4 – Methodology
 - e. Slide 5-7 – Findings
 - f. Slide 8 – Implications
 - g. Slide 9 – Conclusions
 - h. Slide 10 – Recommendations
 - SEPSs of the division office to assist the presenters in the preparation of their PowerPoint.
- ii. The presenter may distribute handouts / brochures in electronic and/ or hard copies to the interested participants.
- iii. Schedules, changes thereto and venue of presentations shall only be made by the Conference Secretariat

WORKSHOP

- Follows the research presentations/session.
- Individual, Group, and Session Worksheets
- Template:

Title of Research	Salient Findings	Related PPAs of the RO affected by the salient findings	Actions and Recommendations	Research Question for possible Policy Recommendation (To be taken during post-evaluation involving all RO divisions)

Interactive Poster Presentation:

- i. Each presenter will be given 3 – 5 minutes to discuss the research project before participants will interact with other participants.
- ii. Presenter is advised to use vertical (portrait) layout at 2 x 5 feet size. It shall be displayed in a designated area in the morning of Day 1 of the conference.
- iii. Poster (with White background) should include the following in order: Title, Author/s, Affiliation, Abstract, Introduction/Rationale, Research Questions, Research Method, Results and Discussions, Conclusions and References.
- iv. Suggested font style is Arial and the sizes: Title 80-90 points; Author/s 50-60 points; Affiliation 45-65 points; Headings 40-50 points, Text 30-40 points
- v. Picture/s of the researcher is not allowed in the poster.

3. Parallel Sessions

- o Brief biography of presenters (1-2 paragraphs) should be given to the session managers on Day 1 of the conference.
- Laptop and extension cord (c/o Session Managers)

<i>Time allotted (minutes)</i>	<i>Activity</i>
10	Introduction (presentation of committee members, presenters, reactors, mechanics)
10 / presenter	Presentation
10	Reaction
10	Orientation on Workshop Mechanics
30	Workshop Proper (FGD- 10/group)
10	Synthesis (c/o Documenter)

REACTOR'S GUIDE:

- a. What motivated you to conduct this research? / Why did you conduct the research?
- b. In summary, kindly inform us the significance of your research and who will possibly benefit from it?
- c. What is your plan to disseminate your research result? How do you disseminate your research result?
- d. Please share with this group your plan in implementing your result.
- e. What will be your possible involvement in monitoring the utilization of your research result?

4. Certificates

- Certificate of Recognition of Presenters/Resource Speaker shall be awarded after their session
- Certificate of Participation and Appearance shall be given per Division on the 3rd day

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LIST OF COMMITTEES / MEMBERS and TERMS OF REFERENCE

1. STEERING COMMITTEE

Chairperson: RD May B. Eclar, Ph.D., CESO V

Co-Chairperson: ARD Bettina d. Aquino, CESO IV

Members : SDSs / ASDSs / SGOD Chiefs
CES / CAO / OIC Regional Office Divisions

Responsibilities

- Oversees the whole event.

2. REGISTRATION COMMITTEE

Chairperson: Cyrille Gaye B. Miranda

Members : Valentina Conchita S. Balura
SEPSs Planning and Research Unit-SDO

Responsibilities

- Prepares the master list of expected and pre-registered participants
- Prepares the Registration form
- Creates a registration desk for registration before the conference proper
- Coordinates with the other committees
- Submits the drafts on or before the deadline agreed base on memo
- Checks daily attendance
- Assists in the distribution of conference kits, Certificates of Participation/Appearance during the closing program
- Prepares name tags for all participants

3. ACCOMMODATION AND FOOD COMMITTEE

Chairperson: Jennelyn B. Kitongan

Member/s : Valentina Conchita S. Balura

Responsibilities

- Coordinates with the venue/hotel management the number and list of expected participants and conference management including the menu for the duration of the conference
- Manages the distribution of food and or arrangement for buffet setting, etc.
- Ensures that all participants are well served/accommodated.
- Coordinates arrangement of function/ conference hall, hotel transportation (if necessary) and transfer of participants and audio-visual requirements.
- Submits proposed menu on or before the agreed deadline

4. PROGRAM AND INVITATION LETTERS

Chairperson: Rafaela S. Gawigawen

Member/s : Jennelyn B. Kitongan

Responsibilities

- Prepares the program of activities and invitation to resource persons/speakers.

- Distributes program of activities and invitation to speakers, management and committees involved.
- Coordinates with the committee on session and ensures activities are followed as scheduled.
- Monitors the flow of program/activities.
- Prepares "Thank you" letters after the conduct of the activity (Including SDOs)

5. PHYSICAL ARRANGEMENT COMMITTEE (including arrangement of posters)

Chairperson: Jose Lorenzo Cobarrubias

Members : Marco L. Pagulayan, Apayao Division
John Jr. M. Libongen, Mountain Province Division

Responsibilities

- Coordinates the decoration of the venue.
- Establishes setup times (work with venue management) and places the decorations in the rooms and then returning to dismantle it.
- Organizes and finishes any last minute assembly for the decorations once on-site.
- Collaborates with all the committees (Session, Food, etc.), on space, set-up, audio visual needs such as computers, LCDs, and other technologies needed during the plenary and breakout sessions.
- Works with registration committee regarding the seating needs, numbers of participants, award recipients, special guests, etc.
- Ensures the correct number of presentation boards in the Session Hall (for the Oral Presenters) and the arrangements of posters must be in proper places.
- Posts the name of presenters, session managers, facilitators in the session hall.
- Submits list of needed materials and stage/display plan

6. COMMITTEE ON CERTIFICATES AND PHOTO DOCUMENTATION

Chairperson: Dumas D. Aban

Member/s : Jeremy Kermit Padilla

Responsibilities

- Collaborates with the registration committee for the copy of attendance.
- Designs and prints Certificates for Presenters, Participants and Speakers.
- Prepares Certificate/Plaque of Recognition for the resource speakers.
- Assists the Session Manager during the awarding ceremony.
- Design and Prepare Name Tags
- Photo documents the event.

7. COMMITTEE ON BOOK OF ABSTRACT

Chairpersons: Crisanta P. Pantaleon

Members : Dumas D. Aban

Responsibilities

- Ensures that all researches are reflected in the Book of abstracts.
- Makes sure that the abstracts and authors are accurately reflected in the Book of abstracts.
- Works within budget.
- Coordinates with the Chairperson of registration to determine the number of copies for printing. (*one per RO, SDO division, resource person and all presenters)
- Prepares documents needed for procurement
- Edits contents before reproduction

- Drafts content and design of the Book of Abstracts in coordination with RD and PPRD

8. COMMITTEE ON SESSIONS

Chairperson: Crisanta P. Pantaleon

A. Session Hall 1

Manager: Jaeriel R. Bersamina, SEPS, Abra Division

Reactor: Elizabeth M. Sagubo, Ph.D., Graduate Program Coordinator, UC
Soraya T. Faculo, Ph.D., ASDS, Baguio City
Atty. Sebastian G. Tayaban, CAO -Finance

Documenter/Synthesizer: Marco M. Pagulyan, Apayao Division

Secretariat: Rafaela S. Gawigawen

ICT Support: Dumas D. Aban

B. Session Hall 2

Manager: Florence E. Balictan, EPS-QAD

Reactor: Corazon L. Ocdan, Dean CTE, CCDC
Samuel T. Egsaen Jr., ASDS, Apayao
Aida S. Payang, CES - QAD

Documenter/Synthesizer: Marciana M. Bomowey, Kalinga Division

Secretariat: Valentina Conchita S. Balura

ICT Support: Jose Lorenzo Cobarrubias

C. Session Hall 3

Manager: Ethielyn E. Taqued – EPS, CLMD

Reactor: Janet Lynn S. Montemayor, Professor CTE, BSU
Christopher C. Benigno, ASDS, Abra
Carmel F. Meris, OIC – HRDD

Documenter/Synthesizer: Deewaii S. Bagayao, Tabuk City Division

Secretariat: John Libongen , Mountain Province Division

ICT Support: Cyrille Gaye B. Miranda

Responsibilities

- Prepares and gives overview of the session and the mechanics
- Sees to it that all oral presenters have been notified of their room assignments.
- Arrives in session room **at least 20 minutes** before sessions.
- Saves the presentations to computer used in session room.
- Makes announcements during session to complete evaluations, about changes, etc. if necessary.
- Provides laptop in their respective room assignment
- Introduces himself/herself and the research presenters using provided print out of presenter's bios;
- Awards the certificates at the end of session,
- Ensures that sessions begin and end on time.

9. COMMITTEE ON DOCUMENTATION

Chairperson: Rafaela S. Gawigawen

Members : Jennylyn B. Kitongan

Responsibilities

- Ensures that session content is accurately reflected in the conference program.
- Provides write-ups of all the sessions held in the conference and document the entire proceedings for submission to the Regional Director.
- Prepares the synthesis of all papers presented.
- Prepares and submits comprehensive and consolidated report after the activity

10. QAME(Quality Assurance, Monitoring and Evaluation) COMMITTEE

Chairperson: Maksim Botilas

Members: Jose Lorenzo Cobarrubias

Responsibilities

- Evaluates all the proceedings in the conference.

11. MEDICAL COMMITTEE

Chairperson: Dr. Angeline F. Calatan

Members: 2 Nurses (Baguio City and Benguet Divisions)

Responsibilities

- Ensures medical and health needs of the participants.