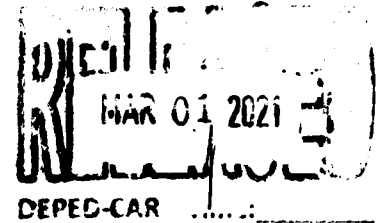




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 23, 2020

REGIONAL MEMORANDUM
No. 083.2021

**CONDUCT OF CAPABILITY BUILDING ON RESEARCH OF SCHOOLS
DIVISION OFFICES SDRC/TWG/TWC**

To: Schools Division Superintendents
Divisions of Apayao, Ifugao, Kalinga, and Tabuk City
Senior Education Program Specialists, SGOD-Planning Unit
Others Concerned

1. Relative to the conduct of research capability building / training as one of the Region's activity in providing an avenue for members of research committees to enhance their skills in the conduct and writing research, this Office, thru the Policy Research Program (PRP) training expenses will be downloaded to the SDOs of Apayao, Ifugao, Kalinga, and Tabuk City. The capability activities shall be conducted in **April to July 2021**.
2. To ensure a good training where participants will gain knowledge, skills and competence, experts on the conduct and writing of educational researches, shall be invited as resource persons.
3. Attached is the Activity Request (with activity design, list of participants and financial details) and template of Activity Completion Report to be submitted after the conduct of the activity (Enclosures 1 and 2) .
4. For more inquiries, please contact the PPRD at telephone no. 422-1318 or email address pprdbperf.depedcar@gmail.com.
5. Immediate and wide dissemination of this Memorandum is desired.

ESTELA L. CARIÑO EdD, CESO III
Director IV / Regional Director

Encl.: As stated

PPRD/ALP/cpp





Republic of the Philippines
Department of Education
 Cordillera Administrative Region

General Quality Form for QMS and ISO 9001:2015	Document Code: CAR-GQF-17 Revision: 00 Effectivity Date: 10/8/2020
Activity Request Form	Name of Office: Office

Key Result Area: Research Management	
Title of Activity: Conduct of Capability Building on Research of Schools Division Offices SDRC/TWG/TWC	
Rationale/Background: The Department of Education has strides in instituting research and its utilization in policy and program development to promote an environment of evidence-based decision –making. To ensure effective and efficient research management at all levels, capability building / trainings on research are conducted. The conduct of research capability building / trainings is one of the region's activity as stipulated in the Region's Annual Implementation Plan (AIP) This provides an avenue for members of research committees to be capacitated/ enhanced their skills in the conduct and writing research of research.	
Activity Code: AC-21-5815-PRP-001	Fund Source: PRP
Venue: PPRD	Inclusive Date/s: April to July 2021
Objective/s: a. Strengthen the culture of research in DepEd, CAR; and b. to enhance the skills of participants on the conduct and writing of research.	Outputs: <ul style="list-style-type: none"> Well- capacitate the participants on the conduct and writing research. Activity Completion Report
Total No. of Participants: 88 Male: ___ Female: ___	Total Budgetary Requirements: Php 188,000.00

Prepared by:

CRISANTA P. PANTALEON
 EPS II, PPRD

Proponent

Reviewed by:

AIDA L. PAYANG EdD
 CES, PPRD

Chief Education Supervisor/Chief Administrative Officer

Annexes Complete and with Approved WFP:

Allotment Available and Within Cost Standards:

MAKSIM D. BOTILAS
 EPS, OIC-QAD 2/22/21

ATTY. SEBASTIAN G. TAYABAN
 Chief Administrative Officer, Finance Division

----- To be accomplished by QAD -----

- Annexes:
- Activity Design/Program of Activities
 - List of Participants (If Applicable)
 - Purchase Request with Specifications and terms and conditions
 - Detailed Financial Requirements

Note:
 *Not applicable to activities/funds to be downloaded to the Schools Division Offices.



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ISO 9001:2015 Certified
 Quality Management System
 DE-50500784 QM15

ACTIVITY DESIGN

(Sample Only – this could be modified depending on the needs of the participants)

Day 1		
Time	Activities	Person In-charge/ Resource Person/ Facilitator
8:00-8:10	Registration / Attendance	
8:10 – 8:30	Preliminary Activities	
	Activity Proper	
8:30 – 8:45	Session 1 Lecture 1. Overview and Scope of Research Meaning and Purpose of Research A Good Research A Good Researcher	Resource Person/s,
8:45 – 9:00	Lecture 2. Introduction and Rationale (Basic Research)	Resource Person/s,
9:00 - 9:45	Lecture 3. Literature Review Theories and Concepts APA citations	
9:45 - 10:00	Lecture 4. Context and Rationale (Action Research)	Resource Person/s,
10:00 – 10:10	Break	
10:10 – 10:30	Lecture 5. Proposed Innovation, Intervention and Strategy (Action Research)	Resource Person/s,
10:30 – 11: 00	Lecture 6. Research Questions General aim Specific Questions *Hypothesis	Resource Person/s,
11:00 – 11:30	---Open Forum---	
11:30 – 12:00	Workshop Mechanics /Templates	
12:00 – 1:00	Lunch Break	
1:00 – 1:30	Session 2 Workshop 1. Introduction and Rationale / Context and Rationale	
1:30 – 2:30	Workshop 2. Literature Review	
2:30 – 3:00	Workshop 3. Research Question	
3:00 – 4:00	Submission and Consolidation of Workshop Outputs	
4:00 – 5:00	Review of Outputs	Resource Person/s
	Day 2	
8:00 – 8:10	Management of Learning	
8:10 – 9:00		
9:00 – 10:00	Lecture 7. Research Methodologies and Designs	Resource Person/s
10:00 – 10:10	Break	
10:00 – 11:00	---continuation -----	---do----
11:00 -12:00	Lecture 8. Sampling	Resource Person/s
12:00 – 1:00	Lunch Break	
1:00 -2:00	Session 4 Lecture 9. Data Collection / Instrumentation	Resource Person/s
2:00 – 3:00	Lecture 10. Data Analysis	Resource Person/s
3:00 – 3:10	Break	
3:10 – 3:40	Lecture 11. Ethical Issues	Resource Person/s
3:40 – 4:00	Workshop Mechanics /Templates	
4:00 – 4:30	Workshop 4. Research Methodology	
4:30 – 5:00	Submission and Consolidation of Workshop Outputs	
	Day 3	

8:00 – 8:10	Management of Learning	
8:10 – 9:00	Session 5 Presentation and Review of Workshop 4 Outputs	Resource Person/s,
9:00 – 9:30	Lecture 12. Results and Discussions	Resource Person/s
9:30 – 10:00	Lecture 13. Conclusions and Recommendations	Resource Person/s
10:10 – 10:40	Lecture 14. Referencing	Resource Person/s
11:00 -12:00	Lecture 15. Plans for Dissemination and Utilization / Advocacy	Resource Person/s
	Scope and Limitations	Resource Person/s
	Cost Estimates	
	Appendices	
12:00 -1:00	Lunch Break	Resource Person/s
1:00 -2:30	Session 6 Lecture 16. Abstract and Title	Resource Person/s
2:30 – 3:30	Workshop 5. Abstract and Title	
3:30 – 4:00	Submission and Consolidation	
4:00 – 4:30	Presentation and Review of Abstract	
4:30 – 5:00	Agreements	
	Ways Forward	
	Closing Prayer	

LIST OF PARTICIPANTS

Participants	No.	Male	Female
SDO Apayao SDRG/TWG/TWC	20		
SDO Apayao: Resource Persons	2		
SDO Ifugao SDRG/TWG/TWC	20		
SDO Ifugao: Resource Persons	2		
SDO Kalinga SDRG/TWG/TWC	20		
SDO Kalinga: Resource Persons	2		
SDO Tabuk City SDRG/TWG/TWC	20		
SDO Tabuk City: Resource Persons	2		
Total	88		

DETAILED FINANCIAL REQUIREMENTS

Estimated Expenses	Quantity	Unit Cost	No. of days	Total Cost
Meals and Snacks RO participants and Onsite Program Management Team and Secretariat	20	450	3	27,000.00
Honorarium				
Resource Speakers	2	10,000.00		20,000.00
				<u>47,000.00</u>
		47,000.00 x 4 SDOs		
		<u>TO BE DOWNLOADED</u>		
		to		
		Apayao, Ifugao, Kalinga, Tabuk City		
		Total Cost		188,000.00

Activity Completion Report

Activity Title:	
Location and Venue:	
Duration:	
Date:	
Number of Participants	

	Target Participants			Actual Participants		
	Male	Female	Total	Male	Female	Total
<u>Total</u>						

Executive Summary

gfnjhdjkhgdhsdjh

Program Objectives	<p>The three-day activity aims to:</p> <p>a. _____</p> <p>b. _____</p> <p>c. _</p>
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Program Design/Matrix of Activities

Key Results	
QAME Results	
Resource Materials	PRP
Program report attachments	<p>Attendance Sheet</p> <p>Legal Basis (memo, AR, PR)</p> <p>Invitation Letters - Resource Person</p> <p>Summary of Evaluation Results</p> <p>Handouts /Presentations</p> <p>Photo Documentation</p>

Prepared by:

NOTED: