



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet 2600
Website: www.depedcar.ph | Email: car@deped.gov.ph



REGIONAL MEMORANDUM
No. 217-2018

RELEASED
JUL 09 2018

July 06, 2018

DEPED-CAR Time: _____

ORIENTATION-WORKSHOP ON WRITING RESEARCH FINAL REPORT AND RESEARCH JOURNAL, REVISITING THE 2018 RESEARCH AGENDA

TO: Regional Office Division Chiefs / Officers-In-charge
Schools Division Superintendents
All Schools Divisions
Others Concerned

1. Relative to strengthening the culture of research in the region, a four-day orientation-workshop on writing research final report and research journal will be conducted on July 31 – August 03, 2018 to be hosted by Benguet Division at a venue to be announced later thru an advisory with the following objectives:
 - a. Capacitate participants on writing research final reports and journal;
 - b. Encourage more teachers to conduct school and classroom-based action researches that seeks to inform and improve teaching and learning practices; and
 - c. Give updates on the regional research agenda and research management.

2. Participants to this activity are the following:

Regional Office	RD/ARD	1
	PPRD	7
Resource Speaker	<i>For Research Journal Writing</i>	1
SDOs	ASDS / CES SGOD / Representative (who is directly involved in research)	8
	SEPS of Planning and Research Unit	8
	2 School Representatives (who are directly involved in research)	16
<i>Total Participants</i>		41

3. Board and lodging, meals, and snacks of participants during the conduct of the said activity shall be charged to the downloaded funds from Basic Education Research Fund (BERF) of the Region, while transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Participants are requested to bring their laptops, extension cords, and a samples of finished researches (hard and soft copy).
5. Please confirm attendance by filling up the attached confirmation slip and send thru email on or before July 24, 2018 (c/o SEPS Planning and Research Unit). Non-confirmation means non-inclusion in the accommodation arrangements.
6. For more inquiries, please contact the Policy, Planning, and Research Division (PPRD) at telephone no. 422-9590 or thru email address pprd.depedcar@gmail.com.
7. Immediate and wide dissemination of this Memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V
Officer-In-Charge
Office of the Regional Director

PPRD/PDE/cpp

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

Confirmation Slip
ORIENTATION-WORKSHOP ON WRITING RESEARCH FINAL REPORT AND RESEARCH JOURNAL,
REVISITING THE 2018 RESEARCH AGENDA
July 31 – August 03, 2018

Schools Division of _____

Name	Sex (Male/Female)	School / Office	Position	Contact Number	Email Address	Date of Arrival in the Venue
1						
2						
3						
4						

(Use additional page if needed)

Prepared by: SEPS Planning and Research

Noted by: Chairman Division Research Committee