



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL MEMORANDUM

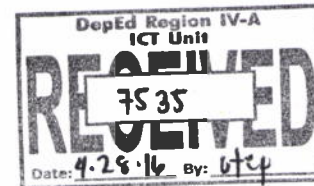
NO. 123 s. 2016

TO : REGIONAL DIVISION CHIEFS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Regional Director *prad 27-16*

SUBJECT : CAPACITY BUILDING WORKSHOP ON RESEARCH WRITING AND STATISTICS

DATE : APRIL 25, 2016



In its continuing initiative to promote a culture of research, the Department of Education Region IV-A (Calabarzon) through the Policy, Planning and Research Division will conduct a Capacity Building Workshop on May 10-12, 2016 at NEAP Calabarzon, Malvar, Batangas.

This capacity building workshop aims to:

1. Enhance the competence of the participants in writing basic/applied and action research papers
2. Train the participants on the use of Simplified Statistical Tool for Beginners(SSB) software.

Expected participants from the divisions are composed of SGOD Chiefs, CID Chiefs, EPS, SEPS for Planning and Research and Division Planning Officers.

The complete list of participants is attached in Enclosure no. 1 of this memorandum for reference.

Other details of the activity are the following:

1. A registration fee of Php 1,800.00 will be collected from the division and Regional Office participants to cover for board and lodging, supplies and materials, and other allowable expenses.
2. Participants are advised to pre-register online using the link <http://tinyurl.com/pprd4a-research> on or before **May 2, 2016**.
3. Cash payment of registration fees will be collected at the venue in the afternoon of May 10, 2016.



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4. First Meal to be served is dinner of May 10, 2016 while the lastmeal will be afternoon snacks of May 12, 2016
5. Travelling expenses of the participants shall be charged against local funds.
6. The Registration fees of the Region IV-A (Regional Office) participants will be charged against regional funds while the participants from the division and other regions will be borne from their INSET Funds subject to its availability and the usual auditing and accounting rules and regulation.
7. Food and other allowable expenses of the ***official regional and division's service vehicle drivers shall also be charged to local funds.***
8. All participants are advised to bring their own laptop and extension cord during the activity.
9. Indicated in the attached Enclosure No. 1 are the details of the expected number of participants from each office/division. In excess of the number, the participant from that division will shoulder the ***full amount of registration fees of Php 3,600. 00.***

For further details and other concern regarding the activity, please contact the Policy, Planning and Research Division Office at 02-647-5964 or send an e-mail @ pprd4a@gmail.com.

Immediate dissemination of and compliance of this Memorandum is directed.





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Enclosure No. 1 - List of Participants

Participants	Expected No. of Attendees	Office/Division
<i>Regional Director</i>	1	<i>Directorate</i>
<i>Asst. Regional Director</i>	1	<i>Directorate</i>
<i>Regional Division Chiefs</i>	8	<i>Administrative Division, CLMD, ESSD, Finance Division, FTAD, HRDD, PPRD, QAD</i>
<i>Regional EPSs</i>	3	<i>CLMD (Members of the R2A Editorial Board)</i>
<i>-do-</i>	2	<i>FTAD (Members of the Research Committee)</i>
<i>-do-</i>	3	<i>HRDD (Members of the R2A Editorial Board) and QAME</i>
<i>-do-</i>	1	<i>PPRD (Member of the Research Committee and R2A Editorial Board)</i>
<i>-do-</i>	2	<i>QAD (Members of the Research Committee)</i>
<i>AO V, ITO</i>	4	<i>Public Affairs Unit, ICT, Finance Division, Cash Unit</i>
<i>SAO</i>	2	<i>Finance Division, Administrative Division</i>
<i>PDO IV</i>	1	<i>ESSD</i>
<i>Schools Division Superintendents</i>	3	<i>Divisions of Cavite Province, Laguna and Calamba City (Members of the R2A Editorial Board)</i>
<i>Secretariat</i>	4	<i>PPRD</i>
<i>Division Research Committee (CID Chief, SGOD Chief, EPS, SEPS of Planning and Research, Planning Officer)</i>	95	<i>19 Divisions</i>
<i>Top 10 Best Writers of First Luzon Conference of Basic Education Researchers</i>	10	<i>DepED Region IV-A (Calabarzon), DepED NCR, DepED Region II and Other Region</i>
<i>Resource Persons/Speakers</i>	3	
<i>Total</i>	143	



Enclosure No. 2 - Indicative Program of Activities

Date	Time	Activity/Topic	Resource Persons/Speaker
<i>Day 0 – May 10, 2016</i>	4:00 PM – 5:00 PM	<i>Arrival and Registration of Participants</i>	
	5:00 PM – 6:00 PM	<i>Opening Program</i>	
	6:00 PM – 6:30 PM	<i>Levelling of Expectations</i>	
	6:30 PM – 7:30 PM	<i>DINNER</i>	
<i>Day 1- May 11, 2016</i>	6:30 AM – 7:45 AM	<i>BREAKFAST</i>	
	8:00 AM – 9:45 AM	<i>Supporting the Culture of Research in DepED Through BERF</i>	<i>Benedict E. Barayuga</i>
	9: 45 AM – 10:00 AM	<i>COFFEE BREAK</i>	
	10:00 AM – 12:00 NN	<i>Employing Mixed Methods in Conducting Research</i>	<i>Dir. Diosdado M. San Antonio</i>
	12:00 NN – 1:00 PM	<i>LUNCH</i>	
	1:00 PM – 2: 45 PM	<i>Data Analysis</i>	<i>Prof. Realiza M. Mame</i>
	2: 45 PM – 3:00 PM	<i>COFFEE BREAK</i>	
	3:00 PM – 5:00 PM	<i>Introduction to SSB</i>	<i>Engr. Cesar B. Bermundo</i>
	6:30 PM – 7:30 PM	<i>DINNER</i>	
	<i>Day 2 – May 12, 2016</i>	6:30 AM – 7:45 AM	<i>BREAKFAST</i>
8:00 AM – 8:15 AM		<i>MOL</i>	
8: 15 AM – 9:00 AM		<i>Continuation of SSB</i>	
9: 00 AM – 9:30 AM		<i>Workshop</i>	
9:30 AM – 9:45 AM		<i>COFFEE BREAK</i>	
9:45 AM – 12: 00 NN		<i>Statistical Tools for Researchers</i>	<i>Engr. Cesar B. Bermundo</i>
12:00 NN – 1:00 PM		<i>LUNCH</i>	
1:00 PM – 1:30 PM		<i>Workshop</i>	
1:30 PM – 2:45 PM		<i>Test Item Analysis</i>	<i>Engr. Cesar B. Bermundo</i>
2:45 PM – 3:00 PM		<i>COFFEE BREAK</i>	
3:00 PM – 3: 30 PM		<i>Workshop</i>	
3:30 PM - 4:00 PM		<i>CLOSING PROGRAM</i>	