

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



PPRD-RM-2024-59

23 January 2024

**Regional Memorandum**  
No. 59, s. 2024

**CAPACITY BUILDING ON EVALUATION OF  
RESEARCH PROPOSALS**

To **Schools Division Superintendents**  
**Functional Division Chiefs**  
**All Others Concerned**

1. Pursuant to DepEd Order No. 16, s. 2017 (Research Management Guidelines), the Regional Research Committee (RRC) members are mandated to evaluate and approve research proposals and other related research initiatives from the region and schools division particularly the proposals to be funded under Basic Education Research Fund (BERF). To keep the RRC members abreast on the process, this Office, through the Policy, Planning and Research Division (PPRD) will conduct the Capacity Building on Evaluation of Research Proposals on **February 19-21, 2024**. This is a hybrid activity and the venue for onsite attendees will be announced in a separate advisory.
2. This activity aims for the participants to:
  - a. equip with the skills to optimize resources effectively in the evaluation process;
  - b. enhance analytical skills for effective assessment of research; and
  - c. capacitate in identifying the important information to be considered in evaluating research.
3. Onsite participants in this activity are the Regional Research Committee (RRC) members and RRC Secretariat (PPRD personnel) while Senior Education Program Specialists (SEPSs) for Planning and Research are expected to attend virtually. The participants are directed to register and confirm their attendance through **bit.ly/CAPBUILD07** not later than February 9, 2024.
4. Expenses relative to this activity shall be charged against the Regional Funds subject to usual government accounting and auditing rules and regulations.
5. Attached are the Indicative Program of Activities, List of Technical Working Group (TWG) and Terms of Reference (TOR).





**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114 local 470-471  
**Email Address:** region4a@dep.gov.ph  
**Website:** depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

6. For queries or concern, kindly contact the PPRD via pprd.calabarzon@deped.gov.ph or at (02) 8682-2114 local 470.
7. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

07/ROP5/ROP1



**Capacity-Building on Evaluation of Research Proposals**  
February 19-21, 2024

**Indicative Program of Activities**

<b>Time</b>	<b>Activity</b>	<b>Persons Involved</b>
<b>DAY 1</b>		
9:00-9:30 am	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• CALABARZON March</li> <li>• DepEd Quality Policy Statement</li> <li>• Welcome Remarks and Statement of Purpose</li> <li>• Presentation of Participants</li> <li>• Words of Wisdom and Inspirations</li> <li>• Inspirational Message</li> </ul>	<b>ELINO S. GARCIA</b> OIC-Chief, PPRD  <b>EMIL O. REAMBILLO</b> Administrative Officer II, PPRD  <b>LOIDA N. NIDEA</b> Assistant Regional Director Chair, RRC  <b>ATTY. ALBERTO T. ESCOBARTE,</b> <b>CESO II</b> Regional Director
9:30-10:30 am	Orientation on DepEd Order No. 16, s. 2017	Resource Person
10:30-12:00 nn	How to Evaluate Action Research Proposals	Resource Person
12:00-1:00 nn	<b>HEALTH BREAK</b>	
1:00-1:30 pm	Management of Learning (MOL)	<b>LIEZEL M. SELDA</b> Statistician I, PPRD
1:30-2:45 pm	Workshop 1	Facilitators
2:45-3:35 pm	Presentation of Outputs	
3:35-4:45 pm	How to Evaluate Basic Research Proposals	Resource Person
4:45-5:00 pm	Workshop 2	Facilitators
<b>DAY 2</b>		
9:00-9:30 am	MOL	<b>LIEZEL M. SELDA</b> Statistician I, PPRD
9:30-11:00 am	Continuation of Workshop 2	Facilitators
11:00-12:00 nn	Presentation of Outputs	
12:00-1:00 nn	<b>HEALTH BREAK</b>	
1:00-1:30 pm	Management of Learning (MOL)	<b>LIEZEL M. SELDA</b> Statistician I, PPRD
1:30-5:00 pm	Continuation of Evaluation of Action and Basic Research Proposals	



DAY 3		
9:00-9:30 am	MOL	<b>LIEZEL M. SELDA</b> Statistician I, PPRD
9:30-9:45 am	Report on the Status of Evaluated Action and Basic Research Proposals	<b>ADRIAN A. BULLO</b> Planning Officer III, PPRD
9:45-10:20 am	Orientation on DepEd Memorandum 28, s. 2022	Resource Person
10:20-11:20 am	Quality Control Checklist for Completed Action Research	Resource Person
11:20-12:00 nn	Workshop 3	
12:00-1:00 nn	<b>HEALTH BREAK</b>	
1:00-1:15 pm	Management of Learning (MOL)	<b>LIEZEL M. SELDA</b> Statistician I, PPRD
1:15-1:45 pm	Workshop 3	Facilitators
1:45-2:05 pm	Presentation of Outputs	
2:05-3:05 pm	Quality Control Checklist for Completed Basic Research	Resource Person
3:05-4:05 pm	Workshop 4	Facilitators
4:05-4:30 pm	Presentation of Outputs	
4:30-5:00 pm	Closing Program	

#### Technical Working Group (TWG)

Name	Designation	Office
Elinor S. Garcia	Chairperson	PPRD
Jona M. Malonzo	Co-Chairperson	PPRD
Adrian A. Bullo	Member	PPRD
Liesel M. Selda	Member	PPRD
Emil O. Reambillo	Member	PPRD
Erick John N. Malabanan	Member	PPRD
May Anne Joy D. Romanes	Documenter	SDO Cavite Province
DepEd CO PS-PRD personnel	Resource Speakers	Planning Service-PRD

#### Terms of Reference (TOR)

Designation	TOR
Chairperson	Oversees the conduct of the activity
Co-Chairperson	Coordinates with the resource persons before the conduct of the activity
Members	Assist the resource persons during the conduct of the activity Coordinate with the co-chairperson on the logistical requirements
Documenter	Documents the activity and submit the Activity Documentation Report (ADR) one (1) week after the conduct of the activity
Resource Persons	Facilitate the conduct of the activity Provide slide decks and session guides related to the activity Provide technical assistance to the participants, if needed