



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

30 April 2025

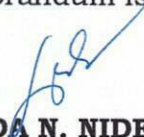
Regional Memorandum

No.326 s.2025

**ADDENDUM TO RM NO. 194, s. 2025
(CAPACITY BUILDING IN WRITING RESEARCH)**

To **Schools Division Superintendents**
Functional Division Chiefs

1. In reference to RM No.194, s.2025, this Office, through the Policy, Planning and Research Division (PPRD), in collaboration with the Regional Research Committee (RRC), hereby releases the list of participants, technical working committee and indicative program of activities in the Capacity Building in Writing Research on May 5-7, 2025 via MS Teams.
2. Attached hereto is the technical working committee, and indicative program of activities.
3. The list of participants can be viewed using this link:
<https://bit.ly/PartipantsCBWritingResearch>
4. For details and other concerns, please refer to Regional Memorandum No. 194, s. 2025 or contact **Mr. Lorenzo Ruiz C. Costo**, Education Program Specialist II through email pprd.calabarzon@deped.gov.ph or call (02)8682-2114 local 470-471.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.


LOIDA N. NIDEA
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

07/ROP6/ROP1



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Certificate No. PHP QMS
22 93 0085

CAPACITY BUILDING IN WRITING RESEARCH
May 05-07, 2025

INDICATIVE PROGRAM OF ACTIVITIES

| DAY 1 MAY 05, 2025 | | |
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| TIME | ACTIVITY | PERSONS INVOLVED |
| 9:00-9:30am | PRELIMINARIES ▪ <i>National Anthem</i> ▪ <i>Prayer</i> ▪ <i>CALABARZON March</i> ▪ <i>DepEd Quality Policy Statement</i> | Audio-Visual presentation |
| | Opening Remarks and Statement of Purpose | Elino S. Garcia <i>Chief Education Supervisor, PPRD</i> |
| | Presentation of Participants | Emil O. Reambillo <i>Administrative Officer II</i> |
| | Words of Wisdom and Inspiration | Dr. Loida N. Nidea, CESO V <i>Assistant Regional Director Regional Research Committee Chair</i> |
| | Inspirational Message | Atty. Alberto T. Escobarte, CESO II <i>Regional Director</i> |
| | Virtual Activity Norms and Indicative Program of Activities | Liezel M. Zelda <i>Statistician I, PPRD</i> |
| 09:30-10:30am | Session 1 Orientation on the Research Management Guidelines | Lorenzo Ruiz C. Costo <i>Education Program Specialist II Policy, Planning, and Research Division</i> |
| 10:30-10:45am | ***Health Break*** | |
| 10:45-12:00nn | Session 2 Research Writing Guidelines Basic Research <i>Introduction and Rationale Literature Review Research Questions Scope and Limitation</i> | Bryan A. Pobe <i>Education Program Supervisor Human Resource Development Division</i> |
| 12:00nn-01:00pm | ***Lunch Break*** | |
| 01:00-02:30pm | Session 3 Research Writing Guidelines Basic Research <i>Research Methodology -Sampling -Data Collection -Ethical Issues -Plan for Data Analysis</i> | Randie B. Atienza <i>Education Program Supervisor Policy, Planning, and Research Division</i> |
| 02:30-02:45pm | ***Health Break*** | |
| 02:45-3:45pm | Session 4 Research Writing Guidelines Basic Research | Jona M. Malonzo <i>Planning Officer III Policy, Planning, and Research Division</i> |

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| | Timetable/ Gantt Chart Cost Estimates Plans for Dissemination and Advocacy References | |
| 03:45-04:00pm | Closing Remarks/Announcements | |
| DAY 2 MAY 06, 2025 | | |
| TIME | ACTIVITY | PERSONS INVOLVED |
| 09:00-09:30 am | MANAGEMENT OF LEARNING <ul style="list-style-type: none"> Nationalistic Song Prayer Energizer Review | Technical Working Group |
| 09:30-12:00nn | Session 5 Research Writing Guidelines Action Research Context and Rationale Action Research Questions Proposed Innovation, Intervention, and Strategy | Bryan A. Pobe Education Program Supervisor Human Resource Development Division |
| 12:00nn-01:00pm | ***Lunch Break*** | |
| 01:00-02:45pm | Session 6 Research Writing Guidelines Action Research Action Research Methods <ul style="list-style-type: none"> -Participants and/or other sources of Data and Information -Data Gathering Methods -Data Analysis Plan | Randie B. Atienza Education Program Supervisor Policy, Planning, and Research Division |
| 02:45-03:00pm | ***Health Break*** | |
| 03:00-03:45pm | Session 7 Research Writing Guidelines Action Research Action Research Workplan and Timelines Cost Estimates Plans for Dissemination and Utilization References | Jona M. Malonzo Planning Officer III Policy, Planning, and Research Division |
| 03:45-04:00pm | Closing Remarks/Announcements | |
| DAY 3 MAY 07, 2025 | | |
| TIME | ACTIVITY | PERSONS INVOLVED |
| 09:00-09:30 am | MANAGEMENT OF LEARNING <ul style="list-style-type: none"> Nationalistic Song Prayer | Technical Working Group |

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|-----------------|---|--|
| | <ul style="list-style-type: none"> ▪ Energizer ▪ Review | |
| 09:30-12:00nn | Online Kamustahan with RRC Panelist | |
| 12:00nn-01:00pm | ***Lunch Break*** | |
| 01:00-03:45pm | Online Kamustahan with RRC Panelist | |
| 3:45-04:00pm | Closing Program Awarding of Certificates | |

MR. ADRIAN A. BULLO & MS. LIEZEL M. SELDA
Master of Ceremonies

TECHNICAL WORKING GROUP

| DESIGNATION | NAME | DESIGNATION/OFFICE |
|-----------------------|-------------------------|--|
| Chairperson | Elino S. Garcia | <i>Chief Education Supervisor, PPRD</i> |
| Co-Chairperson | Lorenzo Ruiz C. Costo | <i>Education Program Specialist II, PPRD</i> |
| Members | Randie B. Atienza | <i>Education Program Supervisor, PPRD</i> |
| | Adrian A. Bullo | <i>Planning Officer III, PPRD</i> |
| | Jona M. Malonzo | <i>Planning Officer III, PPRD</i> |
| | Liezel M. Selda | <i>Statistician I, PPRD</i> |
| | Emil O. Reambillo | <i>Administrative Officer II, PPRD</i> |
| | Erick John N. Malabanan | <i>Administrative Assistant I, PPRD</i> |

TERMS OF REFERENCE

| DESIGNATION | TERMS OF REFERENCE |
|-----------------------|--|
| Chairperson | Oversee the over-all conduct of the activity |
| Co-chairperson | Facilitates the conduct of the activity and coordinates with the chairperson on the updates of initially assessed research proposals and provides data on the number of initially approved research proposals per school's division office |
| Members | Coordinate with the co-chairperson on the logistical requirements, and provide inputs, as necessary |