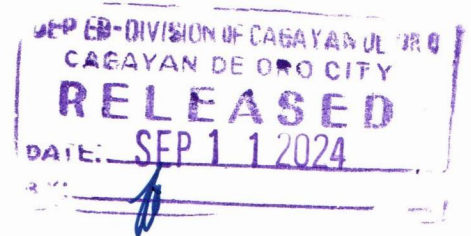




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

September 9, 2024

DIVISION MEMORANDUM
No. 681 s. 2024

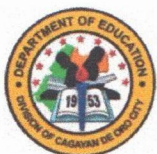
CAPACITY BUILDING OF SCHOOL RESEARCH COORDINATORS

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Education Program Supervisors
All Public Schools District Supervisors
Concerned SGOD Personnel
All Elementary and Secondary School Heads
School Research Coordinators
This Division

1. In our continuous effort to enhance the quality of research within our institution, a capacity building for school research coordinators is scheduled on the following dates with venue to be announced on the next memorandum:

Batch 1: Elementary Schools October 8 to 9, 2024	Batch 2: Secondary Schools October 10 to 11, 2024
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2. The primary objective of this endeavor is to provide professional development, ensuring that all school research coordinators are equipped with the necessary skills and knowledge to lead and manage research activities effectively. This initiative aligns with our institutional goals of improving research output, securing research funding, and fostering a culture of inquiry and innovation within our schools.
3. The training – workshop covers a broad range of competencies essential for research coordinators, including but not limited to introduction to action research, formulation of research questions, action research plan design, data gathering and analysis, implementation of action plans in the classroom, reflection on practice, presentation of action research results, ethical standards in the conduct of action research, and sustainable action research in schools.



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4. Enclosed is the list of participants, TWG and training matrix for this training – workshop.
5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
6. This Office directs the immediate and wide dissemination of this Memorandum.

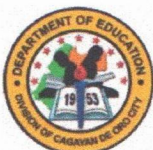
ROY ANGELO E. GAZO

Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

CURRICULUM RESEARCH

BASE_N/DM- capacity building of school research coordinators
September 9, 2024



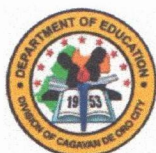
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Enclosure No. 1 List of Participants and TWG for Batch 1 (Elementary Schools)

NAME OF SCHOOL	pax	TWG	pax	Guests	pax
Agusan Elementary School	1	SEPS, HRD	1	Speakers	9
Baikingon Elementary School	1	SEPS, M & E	1		
Balongkot Integrated School	1	SEPS, SocMob	1		
Baluarte Elementary School	1	EPS II, HRD	1		
Balubal Elementary School	1	EPS II, M & E	1		
Balulang Elementary School	1				
Batinay Elementary School	1				
Bayabas Elementary School	1				
Bayanga Elementary School	1				
Besigan Elementary School	1				
Bonbon Elementary School	1				
Bongbongon Elementary School	1				
Bugo Central School	1				
Bulao Elementary School	1				
Bulua Central School	1				
Cadayonan Integrated School	1				
Camaman-an Elementary School	1				
Camaman-an Elementary School - Macapaya Ext.	1				
Camansi Integrated School	1				
Camp Evangelista Elementary School	1				
Canitoan Elementary School	1				
City Central School	1				
City Engineers Elementary School	1				
Consolacion Elementary School	1				
Corrales Elementary School	1				
Cugman Elementary School	1				
Dansolihon Elementary School	1				
Dunggoan Integrated School	1				
East City Central School	1				
Filipino-Chinese Friendship Elementary School	1				
Fr. William F. Masterson, SJ., Elementary School	1				
FS Catanico Elementary School	1				
G. L. Reyes-Anhawon Elementary School	1				

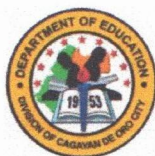


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Gusa Elementary School	1				
Iba Integrated School	1				
Indahag Elementary School	1				
Indahag Elementary School - Habitat Ext.	1				
Iponan Elementary School	1				
Kamakawan Elementary School	1				
Kiam-is Elementary School	1				
Linangohan Elementary School	1				
Lumbia Central School	1				
Macabalan Elementary School	1				
Macanhan Elementary School	1				
Macasandig Elementary School	1				
Magayad Integrated School	1				
Malasag Elementary School	1				
Mambuaya Elementary School	1				
Man-ai Elementary School	1				
Mangalay Elementary School	1				
Midkiwan Integrated School	1				
North City Central School	1				
Pagalungan Elementary School	1				
Pagatpat Elementary School	1				
Palalan Integrated School	1				
Pamalihi Elementary School	1				
Pedro "Oloy" N. Roa, Sr. Elementary School	1				
Pigsag-an Elementary School	1				
Puerto Elementary School	1				
Sacred Heart Village Elementary School	1				
Sacred Heart Village ES - Philippine Island Kids Inc.	1				
San Simon Elementary School	1				
South City Central School	1				
St. John Elementary School	1				
Suntingon Elementary School	1				
Suntingon Elementary School - Annex	1				
Tablon Elementary School	1				
Taglimao Elementary School	1				
Tagpangi Elementary School	1				
Taguanao Elementary School	1				
Tignapoloan Elementary School	1				

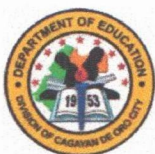


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DIVISION OF CAGAYAN DE ORO CITY

Tuburan Elementary School	1			
Tumpagon Elementary School	1			
Upper Carmen Elementary School	1			
Upper Tignapoloan Elementary School	1			
West City Central School	1			
TOTAL	76		5	9
OVER - ALL TOTAL				90



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Enclosure No. 2 List of Participants and TWG for Batch 2 (Secondary Schools)

NAME OF SCHOOL	pax	TWG	pax	Guests	pax
Agusan National High School	1	SEPS, HRD	1	Speakers	9
Angeles Sisters National High School	1	SEPS, M & E	1		
Baikingon National High School	1	SEPS, SocMob	1		
Balongkot Integrated School	1	EPS II, HRD	1		
Balubal National High School	1	EPS II, M & E	1		
Balulang National High School	1				
Bayabas National High School	1				
Bayanga National High School	1				
Besigan National High School	1				
Bonbon National High School	1				
Bugo National High School	1				
Bulua National High School	1				
Bulua National High School - Camp Evangelista Ext. (Patag)	1				
Cadayonan Integrated School	1				
Camaman-an National High School	1				
Camaman-an National High School - Macapaya Ext.	1				
Camansi Integrated School	1				
Canitoan National High School	1				
Carmen National High School	1				
Cugman National High School	1				
Dansolihon National High School	1				
Dunggoan Integrated School	1				
East Gusa National High School	1				
Gusa NHS - FS Catanico Annex	1				
Gusa Regional Science High School-X	1				
Iba Integrated School	1				
Indahag National High School	1				
Iponan National High School	1				
Kauswagan National High School	1				
Lapasan National High School	1				
Lumbia National High School	1				
Macabalan National High School	1				
Macasandig National High School	1				
Magayad Integrated School	1				



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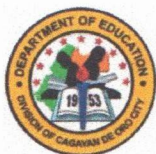
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Mambuaya National High School	1			
Man-ai National High School	1			
Midkiwan Integrated School	1			
Pagalungan National High School	1			
Pagatpat National High School	1			
Palalan Integrated School	1			
Pedro "Oloy" N. Roa, Sr. High School	1			
Pigsag-an National High School	1			
Puerto National High School	1			
Puntod National High School	1			
San Simon National High School	1			
Tablon National High School	1			
Taglimao National High School	1			
Tagpangi National High School	1			
Tignapoloan National High School	1			
Tuburan National High School	1			
Tumpagon National High School	1			
TOTAL	51		5	9
OVER - ALL TOTAL				65



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Enclosure No. 3 Training Matrix

Training Topic	Training Objectives	Speaker	Timeline
Day 1			
Introduction to Action Research	Understand the fundamentals, purpose, and importance of action research in education.	Dr. Hasima Salic	8:30 – 10:00 AM
Formulating Research Questions	Learn how to identify researchable problems and formulate clear, focused research questions.	Dr. Fernando C. Capilitan	10:00 – 12:00 PM
Designing an Action Research Plan	Develop a structured plan for conducting action research, including objectives, methods, and data collection.	Dr. Joel Potane	1:00 – 3:00 PM
Collecting and Analyzing Data	Acquire skills in data collection methods (e.g., surveys, interviews) and basic data analysis techniques.	Ms. Beverly Anne Nicolasora	3:00 – 5:00 PM
Day 2			
Ethical Considerations in Action Research	Understand ethical guidelines and considerations in conducting action research, particularly in educational settings.	Mr. Albin Jay C. Tabamo	8:00 – 9:30 AM
Implementing Action Plans in the Classroom	Apply the action research plan in the classroom setting, adjusting strategies based on ongoing observations.	Dr. Nina Leyson	9:30 – 11:00 AM
Reflecting on Practice	Develop critical reflection skills to assess the effectiveness of the action research process and outcomes.	Dr. Butch Mahinay	11:00 – 12:30 PM
Publishing Action Research Results	Learn how to write and present action research findings for publication or sharing with stakeholders.	Dr. Angelo Walag	1:30 – 3:00 PM
Sustaining Action Research in Schools	Develop strategies to sustain and integrate action research practices within the school culture.	Dr. Ramir Sonsona Ms. Beverly Anne E. Nicolasora	3:00 – 4:30 PM



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