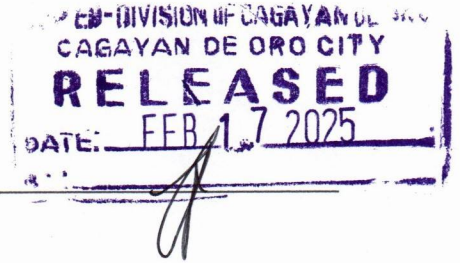




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

17 Feb 2025

DIVISION MEMORANDUM
No. 145 s.2025

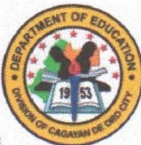
**CONDUCT OF RESEARCH TOOL FIELD RELATIVE TO THE LITERACY
COORDINATING COUNCIL'S RESEARCH STUDY**

TO: Division Research Coordinator
Division ALS Coordinator
Cagayan de Oro National High School – JHS
Cagayan de Oro National High School – SHS
This Division

1. Relative to the memorandum issued by the Office of the Undersecretary for Curriculum and Teaching on the ongoing collaboration of the Literacy Coordinating Council (LCC) and Philippines Normal University (PNU) in the conduct of a research study on the Development of Benchmarks for Adult Literacy Competencies (Phase II), identified focal persons and schools are instructed to participate and provide the necessary assistance requested by the organizers and researchers of the said endeavor.

2. Further, one hundred (100) participants according to profile and breakdown must be identified and invited accordingly, please refer to the table below:

Respondents' Profile	Number of Participants by Group					
	ALS		CDONHS – SHS		CDONHS – JHS	
	AM Batch	PM Batch	AM Batch	PM Batch	AM Batch	PM Batch
Teaching Personnel	2 JHS 2 SHS	2 JHS 2 SHS	2	2	2	2
Non – Teaching Personnel (NTP)			1	1	1	1
Secondary Learners	5 (JHS and SHS)	5 (JHS and SHS)	2	2	3	3
Parents of Learners in public and/or private schools (e.g. housewife, working parents, single parents)	5	5	5			5



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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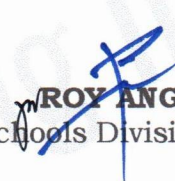
Office of the Schools Division Superintendent

Professional and skilled workers within the community such as but not limited to: Engineers, Doctors, Lawyers, Social Workers, Accountants, Barangay Officials, Utility workers, etc.		10		10
Self – employed individuals (e.g. store owners, farmers, etc.) and Indigenous People (if applicable)		10		10

3. Please be guided that the activity is scheduled this coming February 19 – 21, 2025 at the Conference Hall of Cagayan de Oro National High School – SHS. For further details, please refer to the attached communication, which includes the schedule of field testing (Annex A) and program of activities (Annex C), or reach out the Division Research Coordinator through email at beverlyanne.nicolasora@deped.gov.ph.

4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

5. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

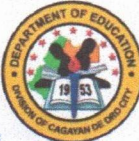
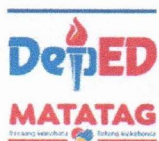
Encl.: As stated

Reference: N o n e

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

RESEARCH COMMUNICATION

DM020-SGOD-PR-BASEN/ conduct of research tool field relative to the literacy coordinating council's research study
February 17, 2025



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

OM-CT-2025-018

TO : BENJAMIN D. PARAGAS, Regional Director, Region II
RONNIE S. MALLARI, OIC – Regional Director, Region III
ALBERTO T. ESCOBARTE, Regional Director, Region IV-A
NICOLAS T. CAPULONG, Regional Director, Region IV-B
GILBERT T. SADSAD, Regional Director, Region V
RAMIR B. UYTICO, Regional Director, Region VI
SALUSTIANO T. JIMENEZ, Regional Director, Region VII
EVELYN R. FETALVERO, Regional Director, Region VIII
RUTH L. FUENTES, Regional Director, Region IX
DR. ARTURO B. BAYOCOT, Regional Director, Region X
ALLAN G. FARNAZO, Regional Director, Region XI
JOCELYN DR. ANDAYA, Regional Director, National Capital Region
ESTELA L. CARINO, Regional Director, Cordillera Administrative Region

FROM :  **GINA O. GONONG** mp
Undersecretary for Curriculum and Teaching

SUBJECT : CONDUCT OF RESEARCH TOOL FIELD TESTING RELATIVE TO
THE LITERACY COORDINATING COUNCIL'S RESEARCH STUDY

DATE : January 6, 2025

The Literacy Coordinating Council (LCC), in collaboration with the Philippine Normal University (PNU), is currently conducting a **Research Study on the Development of Benchmarks for Adult Literacy Competencies (Phase II)**.

Relative to the above, LCC and PNU intend to conduct the **focus group discussion/field testing of the research tool** in thirteen (13) Regional Offices (RO) of the Department of Education (DepEd) in **February 2025**.

The field testing in each region will be conducted in one (1) day, exclusive of travel time. Kindly refer to **Annex A** for the schedule of the said activity. The LCC Research Team is composed of two (2) PNU researchers and one (1) LCC Secretariat personnel assigned to conduct the focus group discussion/field testing for each site.

In view of the foregoing, this Office hereby requests your assistance in the following:

1. Identify and invite a total of **one hundred (100) participants**, based on the attached Profile & Breakdown of Field Testing Participants (Annex B)
2. Use of a public school auditorium/conference hall as a **venue** for the activity that can accommodate participants based on the attached Program of Activities (Annex C)
3. Assist in coordinating the logistical and administrative requirements, including accommodations, meals, and other needs for the LCC Research Team and meals for the regional participants.



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The LCC Secretariat will provide meals for the focus group discussion/field testing participants. Participation of learners, teaching, and non-teaching personnel shall adhere to the non-disruption-of-classes policy stipulated in DepEd Order No. 9 s. 2005.

The funds for the meals, board and lodging, and travel expenses of the LCC Research Team during the focus group discussion/field testing activity shall be paid in cash by the LCCS personnel onsite. All expenses incurred shall be paid subject to the usual accounting and auditing rules and regulations and in compliance with DepEd Central Office's Accounting Division.

For any inquiries, your staff may contact Ms. Edelweiss G. Villa de Gracia of the LCC Secretariat through email at edelweiss.villadegracia@deped.gov.ph copy furnished lcc@deped.gov.ph or via phone at (02) 8631-0590 / (02) 8635-9996.



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

ANNEX A

**RESEARCH STUDY ON THE DEVELOPMENT OF BENCHMARKS FOR ADULT LITERACY
COMPETENCIES (PHASE II)**

SCHEDULE OF FIELD TESTING

NO.	REGION	PROPOSED SITE	DATE	ASSIGNED RESEARCHERS	ASSIGNED LCCS STAFF
1	II	Carig Sur, Tuguegarao City	February 5- 7, 2025	Prof. Luisa M. Mañabat Mr. Bhejay L. Molera	Edelweiss G. Villa de Gracia
2	IV-A	Malvar, Batangas		Dr. Heidi B. Macahilig Mr. Mark Ponce C. San Juan	Czarina D. Abellonar
3	IV-B	Calapan, Oriental Mindoro		Dr. Maria Azela L. Tamayo Mr. Teofilo G. Francisco, Jr.	Katrina C. Gargoles
4	III	San Fernando, Pampanga		Dr. Annalyn J. Decena Ms. Red Honeylee G. Valencia	Rossan C. Ignacio
Alternate LCCS Staff: Byron P. Babaran					
5	CAR	La Trinidad, Benguet	February 12-14, 2025	Prof. Luisa M. Manabat Mr. Mark Ponce C. San Juan	Czarina D. Abellonar
6	VIII	Palo, Leyte		Dr. Annalyn J. Decena Ms. Red Honeylee G. Valencia	Edelweiss G. Villa de Gracia
7	IX	Pagadian City		Dr. Maria Azela L. Tamayo Mr. Bhejay L. Molera	Rossan C. Ignacio
8	VI	Iloilo City		Dr. Heidi B. Macahilig Mr. Teofilo G. Francisco, Jr.	Katrina C. Gargoles
Alternate LCCS Staff: Byron P. Babaran					
9	NCR	Quezon City	February 17, 2025	Dr. Heidi B. Macahilig Dr. Maria Azela L. Tamayo	Edelweiss G. Villa de Gracia
Alternate LCCS Staff: Czarina D. Abellonar					
10	XI	Davao City	February 19-21, 2024	Dr. Heidi B. Macahilig Ms. Red Honeylee G. Valencia	Edelweiss G. Villa de Gracia
11	X	Cagayan de Oro City		Prof. Luisa M. Mañabat Mr. Teofilo G. Francisco, Jr.	Czarina D. Abellonar
12	VII	Lahug, Cebu City		Dr. Maria Azela L. Tamayo Mr. Bhejay L. Molera	Katrina C. Gargoles
13	V	Rawis, Legazpi City		Dr. Annalyn J. Decena Mr. Mark Ponce C. San Juan	Rossan C. Ignacio
Alternate LCCS Staff: Byron P. Babaran					



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

ANNEX C

RESEARCH STUDY ON THE DEVELOPMENT OF BENCHMARKS FOR ADULT LITERACY COMPETENCIES (PHASE II)

PROGRAM OF ACTIVITIES

DAY 0 – LCC RESEARCH TEAM			
TIME START – TIME END		ACTIVITY	
6:00 AM – 12:00PM		TRAVEL TIME	
12:00 NN – 1:00PM		LUNCH	
1:00 PM – 2:00 PM		Courtesy Call to DepEd Regional Office	
2:30 PM – 5:00 PM		Preparatory Meeting of the PNU Research Team for the conduct of the Focus Group Discussions/Field Testing and LCC Secretariat (LCCS) Personnel’ Preparation of relevant materials	
6:00 PM – 9:00 PM		DINNER	
DAY 1 – ALL PARTICIPANTS			
TIME		ACTIVITY	FACILITATOR/ RESOURCE PERSON
AM BATCH	PM BATCH		
8:00 to 9:00	1:00 to 2:00	OPENING PROGRAM • Philippine National Anthem • Prayer • Welcome Remarks • House Rules • Photo Opportunity	AVP PNU Research Team LCC Secretariat
9:00 to 9:30	2:00 to 2:30	Mechanics of the FGD/Field Testing	PNU Research Team
9:30 to 11:30	2:30 to 4:30	FGD/Field Testing Proper	PNU Research Team
11:30 to 12:00	4:30 to 5:00	Closing	LCC Secretariat
6:00 PM – 9:00 PM		DINNER	
DAY 2 - LCC RESEARCH TEAM			
8:00 AM – 9:00AM		BREAKFAST	
9:00 AM – 12:00 PM		TRAVEL TIME	
12:00 NN – 5:00 PM		Home Bound	

The above itinerary is applicable to all regions **except** National Capital Region (NCR). Only the activities reflected in Day 1 shall be applicable to NCR.