



September 12, 2017

**DIVISION MEMORANDUM**

No. 159 s. 2017


**TO:** Acting Assistant Schools Division Superintendent  
Division Chiefs, SGOD & CID  
Senior Education Program Specialists/Education Program Specialists  
Public Schools District Supervisors/OIC of the District  
Public Elementary School Heads  
Public Secondary/Integrated School Heads

**ONE-DAY ORIENTATION-WORKSHOP ON PROJECT PROPOSAL FOR INNOVATION  
IN SCHOOL/INCOME GENERATING PROJECT AND ACTION/BASIC RESEARCH  
FOR ELEMENTARY AND SECONDARY SCHOOL HEADS**

1. This division will conduct a One-Day Orientation-Workshop on Project Proposal for Innovation in School/Income Generating Project, Basic Research for BERF funding and Action Research for Elementary and Secondary School Heads on the following schedule:

	Date	Venue
Secondary	September 30, 2017	Division Multi Purpose Hall
Elementary	October 7, 2017	Division Multi Purpose Hall

2. This activity will orient the participants on the guidelines and format on the preparation of project proposal for innovation; revisit the principles of action research and its significance in solving problems to enhance teaching and learning processes; and to further update knowledge in conducting and writing action researches.
3. Participants to this seminar-workshop are Elementary School Heads (MOOE) Cluster Heads, and Secondary School Heads. Attached are the following:
  - a. Enclosure 1 Training Matrix
  - b. Enclosure 2 List of Participants
4. Food and other expenses relative to the conduct of this activity will be charged against the Division INSET Funds while travel expenses incurred relative to attendance to this activity are chargeable against school MOOE funds both subject to the usual accounting and auditing rules and regulations.
5. The participants are advised to bring the following:
  - a. Laptop
  - b. Extension Cord
  - c. Flash drive
6. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent

**ONE-DAY ORIENTATION-WORKSHOP ON PROJECT PROPOSAL FOR INNOVATION IN  
SCHOOL/INCOME GENERATING PROJECT AND ACTION/BASIC RESEARCH  
FOR ELEMENTARY AND SECONDARY SCHOOL HEADS**

**TRAINING MATRIX**  
September 30 & Oct. 7, 2017

<b>Time</b>	<b>Activities</b>
7:30 - 8:30	Arrival of Participants
8:00 – 8:30	Opening Program
8:30 – 9:30	Overview Importance and Significance of the ff: Project Proposal for Innovation in School Income Generating Project Action Research Basic Research for BERF Funding
9:30 – 10:45	The Process/Steps
10:45 – 11:00	Break
11:00 – 12:00	Conducting a Project Proposal/IGP Action/Basic Research: The Format
12: - 1:00	Lunch Break
1:00 – 1:30	Pre-workshop Activity
1:30 -3:30	Workshop: <i>Writing a Proposal</i>
3:30 – 4:30	Presentation/Critiquing of Outputs
4:30 – 5:00	Submission of Outputs/Wrap-up/ Closing Program

Prepared by:

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Senior Education Program Specialist  
Research & Planning

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SCHOOL/INCOME GENERATING PROJECT AND ACTION/BASIC RESEARCH  
FOR ELEMENTARY AND SECONDARY SCHOOL HEADS**

**PARTICIPANTS**

**September 30, 2017 (Secondary/Integrated School)**

1. Assistant Schools Division Superintendent	1
2. Chief, Education Program Supervisor (SGOD)	1
3. Chief, Curriculum Implementation Division	1
4. Secondary School Heads/Principals	59
5. Senior Education Program Specialists	4
6. Education Program Specialists (Facilitators)	5

TOTAL **71**

**October 7, 2017 (Elementary )**

1. Assistant Schools Division Superintendent	1
2. Chief, Education Program Supervisor (SGOD)	1
3. Chief, Curriculum Implementation Division	1
4. Public Schools District Supervisors & PIDs	13
5. Cluster Heads	105
6. Senior Education Program Specialists	4
7. Education Program Specialists (Facilitators)	5

TOTAL **130**