



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica ,Roxas City



Telefax No.(036) 6210-974 / Tel. No. (036) 6216-118

November 11, 2019

**DIVISION MEMORANDUM**

**No. 253 s. 2019**

To: Assistant Schools Division Superintendent  
Chief, SGOD & CID  
Public Schools District Supervisors & Officers-in-charge of the District  
Public Elementary, Secondary & Integrated School Heads

**CAPABILITY BUILDING ON RESEARCH**

1. This division will conduct Capability Building on Research for Elementary, Secondary and Integrated school Heads on November 29, 2019. Venue to be announced later.
2. This activity aims to revisit the revised guidelines on BERF and the principles of research and its significance in solving problems to enhance teaching and learning processes and to further update knowledge in conducting and writing basic and action researches.
3. Participants to this Capability Building are the District, Secondary and Integrated Schools Research Coordinators, and selected Master Teachers. (Please see attached list of participants).
4. Meals and other expenses relative to the conduct of this activity will be charged against the HRTD Funds to cover expenses for two snacks and one lunch. Travel expenses incurred relative to attendance to this activity are chargeable against local/school MOOE funds, 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.

For the Schools Division Superintendent:

  
**ATTY. JOSEPH A. ITURRALDE**  
Officer-In-Charge of the Division 