



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


May 17, 2019

DIVISION MEMORANDUM
No. 13s. 2019

TO: Asst. Schools Division Superintendent
Division Chiefs, SGOD & CID
Education Program Supervisors
Senior Education Program Specialists
Public Schools District Supervisors/Principal In-charge of the District
Elementary, Secondary & Integrated School Heads
Project Development Officers

**WORKSHOP ON ACTION RESEARCH, INNOVATION AND
INCOME GENERATING PROJECT**

1. Please be informed that there will be a Workshop on Action Research, Innovation and Income Generating Project on May 31, 2019, 8:00 o'clock in the morning. **Venue to be announced later.**
2. This activity aims to revisit the principles of action research, (division and BERF), project innovation and income generating project and its significance in solving problems to enhance teaching and learning processes and update knowledge in conducting and writing it.
3. The participants to this workshop are:
Division Personnel:
Eleven (11) Education Program Supervisors
Four (4) Senior Education Program Specialists
Ten (10) Public Schools District Supervisors/Principal In-charge of the District
Three (3) Project Development Officers
Elementary Per District:
One (1) Elementary Central School Principal
Two (2) Non Central School Principals/School Heads (to be identified by the PSDS)
One (1) District Research Coordinator
One (1) Master Teacher (to be identified by the PSDS)
Secondary/Integrated Per School:
One (1) School Head
One (1) Master Teacher or School Research Coordinator (to be identified by the School Head)
4. A registration of Php 500.00 shall be charged each participant to cover expenses for food (1 lunch & 2 snacks) chargeable against School MOOE while that of the Division Personnel, Division Training Management Team and facilitators are chargeable against INSET Fund subject to usual accounting and auditing rules and regulation.
5. The participants are required to bring the following:
 - a. Laptop
 - b. Extension Cord
 - c. Flash Drive
6. Immediate dissemination of the memorandum is desired.


ROEL F. BERMEJO, PhD., CESO V
Schools Division Superintendent