



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

24 October 2023

DIVISION MEMORANDUM  
NO. **537** s. 2023

**ORIENTATION ON THE EXPANDED GUIDELINES IN CRAFTING  
PROPOSALS AND COMPLETED ACTION RESEARCH  
AND INNOVATION PROJECTS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor  
Curriculum Implementation Division  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools

1. Relative to SDM No. 522, s. 2023 titled “Conduct of Action Research,” this Office through the Research and Planning Unit of the School Governance and Operations Division, will conduct an Orientation on the Expanded Guidelines in Crafting Proposals and Completed Action Research and Innovation Projects on November 18, 2023. The venue will be announced later.
2. The activity is in support to one of the four (4) components of the DepEd MATATAG Agenda, that is, to give support to teachers to teach better by providing them with needs-responsive, effective, relevant, and accessible professional development programs.
3. This activity aims to orient the participants on the expanded guidelines in crafting proposals and completed action research and innovation projects and to strengthen the culture of research and innovation among school personnel.
4. Attached is the list of participants and members of the Technical Working Committee.



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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5. Involved persons are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. Expenses incurred relative to the conduct of this activity shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
7. This orientation will be conducted with no prejudice to age, gender, school, civil status, disability, or ethnicity of the participants that run counter to the principles of equal opportunity.
8. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosure: As stated  
Reference: SDM 522, s. 2023  
To be indicated in the Perpetual Index  
under the following subjects:

ORIENTATION

RESEARCH

BASIC EDUCATION



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**LIST OF PARTICIPANTS**

<b>Name</b>	<b>Position</b>	<b>District/School</b>
<b>1. Rosario Cartujano</b>	<b>MT-1</b>	<b>Pilar</b>
<b>2. Evelyn Bermejo</b>	<b>MT-I</b>	<b>Piar</b>
<b>3. Shellaine Belloga</b>	<b>MT-I</b>	<b>Pres. Roxas</b>
<b>4. Sarah Jane Villaruel</b>	<b>MT-1</b>	<b>Pres. Roxas</b>
<b>5. Mary Grace Fabillon</b>	<b>MT-I</b>	<b>Maayon</b>
<b>6. Jonel Sembrano</b>	<b>P-1</b>	<b>Maayon</b>
<b>7. Arbin Nobleza</b>	<b>MT-1I</b>	<b>Panitan</b>
<b>8. Meriel Leal</b>	<b>MT-I</b>	<b>Panitan</b>
<b>9. Evita Busil</b>	<b>MT-1I</b>	<b>Pontevedra</b>
<b>10. Bonnie Barrientos</b>	<b>MT-I</b>	<b>Pontevedra</b>
<b>11. Maria Nory Capulso</b>	<b>MT-I</b>	<b>Pontevedra</b>
<b>12. Rosa Bayhon</b>	<b>MT-II</b>	<b>Panay</b>
<b>13. Julia Caalam</b>	<b>MT-1</b>	<b>Panay</b>
<b>15. Doris Bellosillo</b>	<b>MT-I</b>	<b>Ivisan</b>
<b>16. Roanne Rivera</b>	<b>MT-1</b>	<b>Ivisan</b>
<b>17. Christine Bisnar</b>	<b>MT-II</b>	<b>Sapian</b>
<b>18. Glenda Apaap</b>	<b>MT-II</b>	<b>Sapian</b>
<b>19. Rona Overencio EdD</b>	<b>MT-I</b>	<b>Mambusao East</b>
<b>20. Jennifer Lacorte</b>	<b>MT-I</b>	<b>Mambusao East</b>
<b>21. Jessica Lapena EdD</b>	<b>P-11</b>	<b>Mambusao West</b>
<b>22. Hazel Arceno</b>	<b>MT-I</b>	<b>Mambusao West</b>
<b>23. Felilyn Verde</b>	<b>MT-I</b>	<b>Jamindan</b>
<b>24. Mary Ann Dieta</b>	<b>MT-1</b>	<b>Jamindan</b>
<b>25. Seymour Balguna</b>	<b>MT-1</b>	<b>Sigma</b>
<b>26. Helen Jago</b>	<b>MT-1</b>	<b>Sigma</b>
<b>27. Janice Escutin</b>	<b>MT-I</b>	<b>Dao</b>
<b>28. Rodnie Wicas</b>	<b>MT-I</b>	<b>Dao</b>
<b>29. Florlyn Batacandolo</b>	<b>MT-1</b>	<b>Cuartero</b>
<b>30. Heloise Fangco</b>	<b>MT-1</b>	<b>Cuartero</b>
<b>31. Romarie Balume</b>	<b>MT-II</b>	<b>Dumarao</b>
<b>32. Connie Sabando</b>	<b>MT-I</b>	<b>Dumarao</b>



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<b>Name</b>	<b>Position</b>	<b>School/District</b>
<b>33. Lucille Baranda</b>	<b>MT-II</b>	<b>Dumalag</b>
<b>34. Donalyn Llaban</b>	<b>MT-I</b>	<b>Dumalag</b>
<b>35. Mary Grace Bunda</b>	<b>MT-II</b>	<b>Tapaz East</b>
<b>36. Jenny Fundal Geollegue</b>		<b>San Nicolas Tapaz NHS</b>
<b>37. Anna Marie Gadong</b>	<b>MT-I</b>	<b>Tapaz West</b>
<b>38. Judith Garbo</b>	<b>MT-1</b>	<b>Tapaz NHS</b>
<b>39. Sonel Majadora</b>	<b>MT-I</b>	<b>Tapaz NHS</b>
<b>39. Rheta Joy Domingo</b>	<b>MT-I</b>	<b>Manuel Onato NHS</b>
<b>40. Catherine Golveo</b>	<b>MT-1</b>	<b>Patrocenio Artuz NHS</b>
<b>41. Mirasol Jamog</b>	<b>MT-II</b>	<b>Estefania Montemayor NHS</b>
<b>42. April Gapi</b>	<b>MT-1</b>	<b>Camburanan NHS</b>
<b>43. Annie Dimaala</b>	<b>MT-1</b>	<b>Cuartero NHS</b>
<b>44. Ken Batacandolo</b>	<b>MT-1</b>	<b>Cuartero NHS</b>
<b>45. Milagros Jusa</b>	<b>MT-1</b>	<b>Dumalag Central NHS</b>
<b>46. Ma. Lourdes Balasote</b>	<b>MT-1</b>	<b>Dumalag Central NHS</b>
<b>47. Jerick Brillo EdD</b>	<b>MT-I</b>	<b>Leopoldo Gialogo NHS</b>
<b>48. Syvel DeJuan</b>	<b>MT-1</b>	<b>Dao NHS</b>
<b>49. Susan Quistadio</b>	<b>MT-II</b>	<b>Vicente Andaya NHS</b>
<b>50. Honey Lyn Diaz</b>	<b>MT-1</b>	<b>Mianay NHS</b>
<b>51. Jennifer Sampiano</b>	<b>MT-11</b>	<b>Ivisan NHS</b>
<b>52. Lea Lubin EdD</b>	<b>MT-11</b>	<b>Mambusao NHS</b>
<b>53. Janice Rivas</b>	<b>MT-1</b>	<b>Mambusao NHS</b>
<b>54. Rosalie Luna</b>	<b>MT-1</b>	<b>Mambusao East NHS</b>
<b>55. Laline Lucas</b>	<b>MT-1</b>	<b>David Moises MNHS</b>
<b>56. Buddy Alvarez EdD</b>	<b>MT-1</b>	<b>Sapian NHS</b>
<b>57. Christy Batiles</b>	<b>MT-1</b>	<b>Sapian NHS</b>
<b>58. Lanie May Beringuela</b>	<b>MT-1</b>	<b>Ishmael Orillos Farm School</b>
<b>59. Vivian Doromal</b>	<b>MT-1</b>	<b>Jamindan NHS</b>



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<b>60. Evangeline Dela Cruz</b>	<b>MT-1</b>	<b>Jamindan NHS</b>
<b>61. Ella Bengan</b>	<b>MT-I</b>	<b>Marciano Patricio NHS</b>
<b>62. Reynaldo Palangre</b>	<b>MT-II</b>	<b>Feliciano Yusay Consing NHS</b>
<b>63. Willy Catalan</b>	<b>MT-1</b>	<b>Feliciano Yusay Consing NHS</b>
<b>64. Edwin Jason Duenas EdD</b>	<b>MT-II</b>	<b>Maayon NHS</b>
<b>65. Jona Concepcion</b>	<b>MT-II</b>	<b>Maayon NHS</b>
<b>66. Fe Ochavo</b>	<b>MT-II</b>	<b>Panitan NHS</b>
<b>67. Ramil Bigcas</b>	<b>MT-1</b>	<b>Panitan NHS</b>
<b>68. Yael Barredo</b>	<b>MT-II</b>	<b>Pontevedra NHS</b>
<b>69. Liza Fuentes</b>	<b>MT-1</b>	<b>Pontevedra NHS</b>
<b>70. Gemma Obsiana</b>	<b>MT-II</b>	<b>CLARNHS</b>
<b>71. Geriza Gallena</b>	<b>MT-1</b>	<b>CLARNHS</b>
<b>72. Felino Base</b>	<b>MT-1</b>	<b>Pawa NHS</b>
<b>73. Haroon Briones</b>	<b>MT-1</b>	<b>Casanayan NHS</b>
<b>74. Lyna Iletto</b>	<b>MT-1</b>	<b>Dulangan NHS</b>
<b>75. Vivian Quillo</b>	<b>MT-1</b>	<b>San Nicolas Pilar NHS</b>
<b>76-81. Benny Blancaver plus 5 teachers</b>	<b>P-3</b>	<b>District of Pilar</b>
<b>82- 87Allien Ureta plus 5 teachers</b>	<b>P-1</b>	<b>District of Pres. Roxas</b>
<b>88-93. Gemma Deseo plus 5 teachers</b>	<b>P-1</b>	<b>District of Maayon</b>
<b>94-99. Lorna Bonilla plus 5 teachers</b>	<b>P-IV</b>	<b>District of Panitan</b>
<b>100. Arnel Dumalag</b>	<b>HT</b>	<b>District of Panitan</b>
<b>101-106. Saturnina Mayo plus 5 teachers</b>	<b>P-3</b>	<b>District of Pontevedra</b>
<b>107-112. Lourdes Oropio plus 5 teachers</b>	<b>P-II</b>	<b>District of Panay</b>
<b>113. Xyric Jan Andrade</b>	<b>HT</b>	<b>District of Tapaz East</b>
<b>114-119. Glenda Gervero plus 5 teachers</b>	<b>P-IV</b>	<b>District of Tapaz West</b>



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<b>120-125. Mae Frac plus teachers</b>	<b>P-1</b>	<b>District of Dumalag</b>
<b>106-111. July Falagne EdD plus 5 teachers</b>	<b>P-1</b>	<b>District of Dumalag</b>
<b>112-115. Ernesto Fulgencio EdD plus 3 teachers</b>	<b>P-II</b>	<b>Aglalana IS</b>
<b>116-121. Roochie Villalba plus 5 teachers</b>	<b>P-II</b>	<b>District of Dumalag</b>
<b>122-127 Romy Bermudo plus 5 teachers</b>	<b>P-II</b>	<b>District of Cuartero</b>
<b>89. Aileen Abellano</b>	<b>P-1</b>	<b>District of Cuartero</b>
<b>128-133. Evangeline Faraon plus 5 teachers</b>	<b>HT</b>	<b>District of Dao</b>
<b>134. Reynaldo Nam-ay</b>	<b>P-1</b>	<b>District of Dao</b>
<b>135-140. Jocelyn Luching EdD plus 5 teachers</b>	<b>P-IV</b>	<b>District of Sigma</b>
<b>141-146. Juvy Baranda plus 5 teachers</b>	<b>P-II</b>	<b>District of Ivisan</b>
<b>147-152. Julius Enriquez plus 5 teachers</b>	<b>P-III</b>	<b>District of Sapián</b>
<b>153. Marjoric Ricardo</b>	<b>HT</b>	<b>District of Mambusao East</b>
<b>154-159. Arlyn Luces plus 5 teachers</b>	<b>P-III</b>	<b>District of Mambusao West</b>
<b>160. Marietta Sebido</b>	<b>MT I</b>	<b>Putian NHS</b>
<b>161. Mae Evans Omayao PHD</b>	<b>AO II</b>	<b>District of Dao</b>
<b>162. Gwen Hortillos PHD</b>	<b>AO II</b>	<b>District of Cuartero</b>
<b>163. Scarlett Salazar</b>	<b>AO II</b>	<b>District of Dumalag</b>
<b>164. Argeline Joy Amores</b>	<b>AO II</b>	<b>District of Ivisan</b>



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<b>165-170. Expectacion Lacbanes plus 2 teachers I and 2</b>	<b>P-IV</b>	<b>Cuartero NHS</b>
<b>171- 176. Jona Villasis plus 2 teachers 1 and 2</b>	<b>ASP II</b>	<b>Sapian NHS</b>
<b>177-182. Marie Paz Almalbis plus 2 Teachers 1 and 2</b>	<b>ASP</b>	<b>VASNHS</b>
<b>183-188 Florence Buenvenida plus 2 MTs</b>	<b>P-III</b>	<b>Felix Balgos NHS</b>
<b>189. Ma. Fatima Bolido</b>	<b>MT-I</b>	<b>Capiz NHS</b>
<b>190. Mary Joy Diaz</b>	<b>MT-1</b>	<b>Capiz NHS</b>

**Technical Working Committee**

- |                               |                             |
|-------------------------------|-----------------------------|
| <b>1. Juvy Palangre EdD</b>   | <b>Registration</b>         |
| <b>2. Jeanette Demandante</b> | <b>Registration</b>         |
| <b>3. Zandie Ponce</b>        | <b>ICT</b>                  |
| <b>4. Raymond Magbanua</b>    | <b>ICT</b>                  |
| <b>5. Ronald Artillero</b>    | <b>Physical Arrangement</b> |

**QAME - Ronald Dile SEPS Monitoring and Evaluation**

**Program Coordinator Marggie a. Obligacion PhD SEPS – Research & Planning Unit**

**One Nurse on Duty**



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