



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

06 November 2023

DIVISION MEMORANDUM
NO. **553** S. 2023

CHANGE TO DIVISION MEMORANDUM NO. 537, s. 2023
(Orientation on the Expanded Guidelines in Crafting Proposals and
Completed Action Research and Innovation Projects)

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

1. Relative to Division Memorandum No. 537, s. 2023 titled "*Orientation on the Expanded Guidelines in Crafting Proposals and Completed Action Research and Innovation Projects*", this office announces the change in schedule of the conduct of the activity from November 18, 2023 to **November 25, 2023**. The venue will be announced later.
2. All other provisions in Division Memorandum No. 537, s. 2023 remain in effect.
3. Immediate dissemination of this Memorandum is desired.


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

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

ORIENTATION

RESEARCH

BASIC EDUCATION



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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.



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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.

Maj

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:

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LIST OF PARTICIPANTS

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



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LIST OF PARTICIPANTS

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



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



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



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

Technical Working Committee

1. Juvy Palangre EdD	Registration
2. Jeanette Demandante	Registration
3. Zandie Ponce	ICT
4. Raymond Magbanua	ICT
5. Ronald Artillero	Physical Arrangement

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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