



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off, Baguio City
Fax: (074) 442-7819



DIVISION OF
BAGUIO CITY

AUG 22 2016

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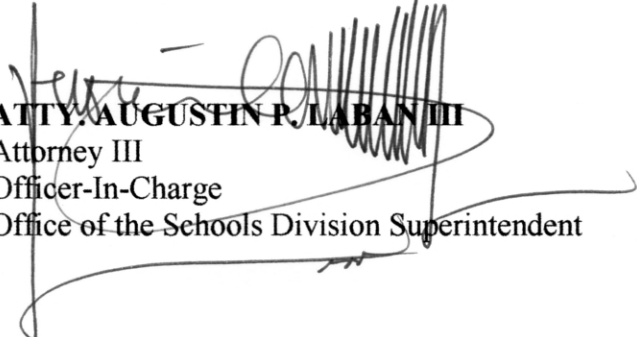
DIVISION MEMORANDUM

No. 230 s. 2016

To: **All Public Elementary and Secondary School Heads
Research Technical Working Committee (TWC) Members
(Incumbent and interested)
Others Concerned**

**Intention of Membership to
Baguio City Division Research Technical Working Committee**

1. In view of the strengthened research advocacy of the Division, all incumbent Division Research Technical Working Committee (TWC) members must signify again their intention to be part of the said committee for School Year 2016-2017 (August to May 2017) to School Year 2017-2018 (June to July August 2017). Non-response to this Memorandum means withdrawal from the group.
2. Further, all interested teaching; teaching related; and non-teaching personnel are welcome to be members of the Division TWC with the following qualifications:
 - a. Willing to undergo training and workshop/s with no added compensation;
 - b. Full interest in research; and
 - c. Knowledge with the Division's existing Research Manual (Division Memorandum 159, s. 2016).
3. School Heads are requested to inform all incumbent and interested school personnel regarding the submission of intents. Please submit the slip to the Planning and Research Section on or before **August 31, 2016**.
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.


ATTY. AUGUSTIN P. LABAN III
Attorney III
Officer-In-Charge
Office of the Schools Division Superintendent



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Attachment to Division Memorandum ____, s. 2016

INTENT

This is to signify my intent to be a member of the Baguio City Division Research Technical Working Committee (TWC) for School Year 2016-2017 (August to May 2017) to School Year 2017-2018 (June to July August 2017).

Relative of this intent, I further affirm that:

- a. I am willing to undergo training and workshop/s with no added compensation;
- b. I have a full interest in research; and
- c. I am knowledgeable with the Division's existing Research Manual (DM 159, s. 2016).

Signed this _____.

Name : _____
 School : _____
 Contact Number : _____
 Email address : _____
 Free time (Days/Time) : _____

DESIGNATION

This is to designate _____ of _____ to be a member of the Baguio City Division Research Technical Working Committee (TWC) for School Year 2016-2017 (August to May 2017) and School Year 2017-2018 (June to July August 2017) with the following functions:

- 1. To peer review research proposal upon received of the research paper;
- 2. To peer review final papers for publication;
- 3. To serve as consultant to the researcher or as speaker as needed; and
- 4. To attend training/orientation/meeting as requested.

This document shall also serve as **CERTIFICATION** for whatever purpose that will serve him/her in the future.

Endorsed by:

 School Head
 Date :

Approved:

ATTY. AUGUSTIN P. LABAN III
 Attorney III
 OIC - Office of the Schools Division Superintendent
 Date : _____