



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City

Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



28 JUL 2017

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DIVISION MEMORANDUM

No. 109, s. 2017

Submission of Intent to Participate in the Second Division Research Conference on 28-30 July 2017 (tentative)

To : **All Public School Heads**

**Teaching, Teaching-Related, and Non-Teaching Personnel
Division Research Technical Working Committee Members
School Research Coordinators
Researchers**

1. In view of the forthcoming 2nd Baguio City Division Research Conference on 28-30 July 2017 (date is tentative and venue will be announced later), this Office through the SGOD-Planning and Research Section is required to submit activity proposal to the City Government of Baguio for funding from the Special Education Fund (SEF) 2017.
2. Approximately, there will only be 136 slots available for free amounting to Php1200.00 each. Division Research Technical Working Committee Members, Researchers with final and approved research paper for school year (SY) 2017-2018, and all other interested teaching, teaching-related, and non-teaching personnel in the Division **are required to submit an intent of participation on or before 14 April 2017**. Please refer and use Enclosure No. 1 of this Memorandum. Please read the guidelines thoroughly before submission.
3. This mechanism is to respond to the needs for professional development among SDO personnel as indicated in their Training Needs Assessments (TNAs) and Individual Professional Development Plans (IPDPs). Likewise, this is to ensure 100% attendance, thus avoid problems in the preparation of payroll, liquidations, and other logistics.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.

ATTY. AUGUSTIN P. LABAN III
Attorney III

OIC- Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum 109, s. 2017

2nd BAGUIO CITY DIVISION RESEARCH CONFERENCE
28-30 July 2017 (tentative)

PARTICIPATION INTENT FORM

___ Division
Research TWC

___ Researcher

___ Others, please specify if teaching, teaching-
related, or non-teaching: _____

Name: _____ School/Office : _____
(Last name, First name, Middle name)

Contact Number: _____ Facebook name: _____

PLEASE READ THE FOLLOWING PRELIMINARY GUIDELINES:

1. For the Division Research Technical Working Committee Members for school year (SY) 2016-2017, only those with standing working committee memberships during the conference will be given automatic free slots. Actual number will be determined later.
2. For Researchers with final and approved research paper for SY 2016-2017 duly received on or before 31 March 2017, only those chosen to be conference presenters will be given automatic slots. Actual number will be determined later.
3. Others will be chosen based on the available free slots provided that the participant is willing to:
 - a. Attend the conference in three (3) days without service credit or compensatory overtime credit (COC);
 - b. Prepare and submit research paper to Regional Office for Basic Education Research Fund (BERF) for possible grant amounting to Php30, 000.00 to Php150, 000.00 depending on the level of research niche; and
 - c. Attend special meeting cum re-orientation as BERF researcher upon notice.
4. In case all slots have been filled-in, attendance to the conference is still possible with registration (amount to be determined) to be charged to school MOOE or other source of funds. Essentially however, only certain number of additional participants will be accommodated to avoid overcrowding during the conference.
5. Other guidelines will be announced later.

By affixing my signature herein, I fully understand and abide by the aforementioned guidelines as possible participant for the upcoming 2nd Division Research Conference tentatively scheduled on 28-30 July 2017.

Signified by:

Noted:

Signature over printed name

Date : _____

Signature over printed name of school head/

Date: _____