



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



DIVISION MEMORANDUM

No. 204, s. 2017

To : All Public School Heads
Research Technical Working Committee (TWC) Members
(Incumbent and Interested)
Others Concerned

MEMBERSHIP INTENT TO BAGUIO CITY DIVISION RESEARCH TECHNICAL WORKING COMMITTEE

1. Intention for membership to Baguio City Division Research Technical Working Committee is now open for School Year 2017-2018.
2. All interested teaching, teaching-related and non-teaching personnel are welcome to be members with the following qualifications:
 - a. Willing to render service through panel reviews of researches and other related tasks given with no added compensation except service credits/compensatory overtime credits depending on the time/service rendered accordingly;
 - b. Willing to undergo training and workshop/s;
 - c. Knowledge with DepEd Order No. 16, s.2017 - Research Management Guidelines, Research Agenda and the Baguio City Division Research Manual
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 **12 August 2017**.
4. Official list of Baguio City Division Research Technical Working Committee School Year 2017-2018 will be released on the 31 August 2017.
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.


FEDERICO P. MARTIN, EdD, CESO VI
Schools Division Superintendent



Attachment to Division Memorandum 204, s. 2017

INTENT FORM

This is to signify my intent to be a member of the Baguio City Division Research Technical Working Committee (TWC) for School Year 2017-2018 (August to May 2018) to School Year 2018-2019 (June to August 2018).

Relative to this intent, I further affirm that:

- a. I am willing to render service through panel reviews of researches and other with no added compensation except service credits/compensatory overtime credits depending on the time/service rendered accordingly;
- b. I am willing to undergo training and workshop/s;
- c. I am knowledgeable with DepEd Order No. 16, s.2017 - Research Management Guidelines, Research Agenda and the Baguio City Division Research Manual

Signed this ____ of August 2017.

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 2017-2018 (August to May 2018) to School Year 2018-2019 (June to August 2018) following the Baguio City Division Research Manual.

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

Endorsed by:

School Head
Date: _____

Approved:

FEDERICO P. MARTIN, EdD, CESO VI
Schools Division Superintendent
Date: _____