



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



November 27, 2017

REGIONAL MEMORANDUM

No. 387-2017

RELEASED
NOV 28 2017

DEPED-CAR Time: _____

1ST REGIONAL RESEARCH CONFERENCE

TO: Schools Division Superintendents
All Schools Divisions
Others Concerned

1. The Department of Education, Cordillera Administrative Region thru the Policy, Planning, and Research Division (PPRD) will hold its **1st Regional Research Conference** on December 13 -15, 2017 with the theme: **"Educating for Change through Research"** at Gestdan Centrum, Bokawkan Road Corner P Burgos, Baguio City.

2. The research conference specifically aims to:
- advocate the culture of research in DepEd, CAR;
 - showcase educational researches conducted by the eight (8) Divisions including the Regional Office;
 - recognize research and evidence-based practices; and
 - administer a forum for educational researchers.

3. The participants to this activity are the following:

<i>Personnel</i>	<i>Number of pax</i>
RD and ARD	2
PPRD Staff	7
RO Chiefs / OIC	8
Technical Working Committees	29
SDSs / ASDSs (or any assigned representative)	8
DRRECs (preferably CES SGOD, SEPS Planning And Research (2/sdo))	16
SDOs / Presenters	124
- 72 Oral presenters (SDO 70 and RO 2)	
- 52 Poster presenters	
Featured Speakers	4
Total	198

4. Attached are the matrix of activities, committees and terms of reference, mechanics of the conference, and list/names of participants.

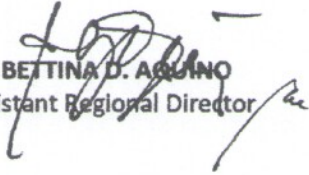
Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

5. Board and lodging, meals, and snacks of participants during the conduct of the said activity shall be charged against the Basic Education Research Fund (BERF), while transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Check in is 1:00pm and first meal is PM snack of December 13 (Wednesday). Check out is 1:00pm and last meal is lunch of December 15 (Friday).
6. Please confirm attendance by filling up the attached confirmation slip and send thru email on or before December 7, 2017 (c/o SEPS Planning and Research Unit). Non-confirmation means non-inclusion in the accommodation arrangements.
7. A solidarity meeting of all committees involved will be conducted on December 13 at 1:00 pm at the Plenary Hall.
8. For more inquiries, please contact the Policy, Planning, and Research Division (PPRD) at telephone no. 422-9590 or thru email address pprd.depedcar@gmail.com.
9. Immediate and wide dissemination of this Memorandum is desired.

MAY B. ECLAR, Ph.D., CESO V
Officer-In-Charge
Office of the Regional Director

For the Regional Director:


BETTINA D. AQUINO
Assistant Regional Director

Enclosures: as stated

PPRD/PDE/cpp

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, Ed.D, CESO VI
Schools Division Superintendent



SORAYA T. FACULO, Ph.D.
Officer in Charge
Office of the Assistant Schools Division Superintendent

1st REGIONAL RESEARCH CONFERENCE
DECEMBER 13-15, 2017

Activity Matrix		
Time	Activity	
DAY 1 – December 13, 2017		
1:00 - 3:00 PM	Registration & Meeting (All Committees)	
3:00pm onwards	Opening Program	
	Nationalistic Song	} c/o Baguio City
	Prayer	
	Cordillera Hymn	
	Presentation of Participants	Rafaela S. Gawigawen, Ed.D.
	Opening Remarks	May B. Eclar, Ph.D., CESO V OIC, Office of the Regional Director, DepEd-CAR
	Intermission	c/o Baguio City
	Introduction of the Guest Speaker	Pio D. ECuan, Ed.D. CES, PPRD
	Message	Roger B Masapol Director, Planning Service DepEd,CO
	Overview of the Conference	Crisanta P. Pantaleon Regional Research Coordinator

Emcee: Georaloy Palao-ay

DAY 2 – December 14, 2017		
8:00 -10:30 AM	PLENARY SESSION	
8:00 - 8:15 am	Preliminary Activities	SEPSs (Kalinga, Tabuk City, and Apayao)
8:16 – 10:15 am	Felina P. Espique, PhD Dean, School of Teacher Education Saint Louis University, Baguio City Theme 1: Teaching and Learning Facilitator: Jennifer P. Ande	
10:16 – 12:00 am	Usec. Atty. Alberto T. Muyot Undersecretary for Legal and Legislative Affairs, DepEd Theme 2: Ethical Issues on Research– Facilitator: Atty. Vanessa B. Flora	
	PARALLEL SESSIONS	
1:00 - 3:00 PM		
	6 presenters / room (4 rooms)	
3:00 –5:00 PM		
	6 presenters / room (4 rooms)	
5:00-6:00 PM	Viewing and Poster Presentations	
DAY 3 – December 15, 2017		
8:00 –10:00 PM	PARALLEL SESSION	
	6 presenters / room (4 rooms)	
10:00-10:15 PM	BREAK	
10:15-12:00 AM	PLENARY SESSION	
	SEPSs Abra, Ifugao, Mt. Prov., Benguet	
	Soraya T. Faculo, PhD	

	OIC, Assistant Schools Division Superintendent Baguio City	
	Theme 3: Human Resource Development Facilitator: Aida L. Payang	
1:00 - 2:00 PM	Closing program	
	Nationalistic Song	c/o ABRA, IFUGAO, MP, BENGUET
	Prayer	
	Impressions	SDS Ronald B. Castillo
	Commitments	SDS Sally Ullalim
	Challenge	OIC – RD May B. Eclar
	Distribution of Certificate of Participation/Appearance per SDO	Comelia Adacci-Dulnuan and RD
	Closing Remarks and Acknowledgement	Pio D. Ecuang, EdD

Emcee: Jennifer Ande

MECHANICS

1. Presentations / Grouping

<p>Theme</p> <p>1. Teaching and Learning</p> <ul style="list-style-type: none"> - Instruction - Curriculum - Learners - Assessment - Learning Outcomes <p>2. Child Protection</p> <ul style="list-style-type: none"> - Bullying - Teen age pregnancy - Child Abuse - Addiction - Media Consumption <p>3. Human Resource Development</p> <ul style="list-style-type: none"> - Teaching and Non-Teaching Qualifications and hiring - Career development - Employee Welfare <p>4. Governance</p> <ul style="list-style-type: none"> - Planning - Finance -Program Management - Transparency and Accountability - Evaluation <p>*Cross Cutting Themes</p> <ul style="list-style-type: none"> *DRRM *Gender and Development *Inclusion Education
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2. Oral Presentation:

- o Soft copy of Abstract
- o Template- BERF
- o Brief biography of presenters (1-2 paragraphs)
- Laptop and extension cord (c/o Session Managers)

Time allotted (minutes)	Activity
3	Introduction (committee, mechanics)
10 / presenter	Presentation
10	Open forum

5	Reaction
5	Synthesis

3. Viewing and Poster Presentation:

- Poster sessions
- Tarpaulin size: 2' X 5'
- Tarpaulin stand
 - o Soft copy of Abstract

4. Certificates

- Certificate of Recognition of Presenters shall be awarded after their session
- Certificate of Participation and Appearance shall be given per Division on the 3rd day

5. Featured Speakers

Documenters (Plenary): Jennilyn B. Kitongan
Rafaela S. Gawigawen

6. Presentations and Equipment

- 1 Plenary Hall
- 4 Session Halls – with complete audio-visual equipment

7. Researches for Presentations

- Studies conducted - 2012 to 2016
- Not published in any publication
- Not presented on regional and/or national conferences

WORKING COMMITTEES

Committee	Chairperson	Members
1. STEERING COMMITTEE	May B. Eclar, Ph.D., CESO V	All SDSs Chiefs : RO
2. Registration	Cornelia D. Adaci-Dulnuan	Eleonora Albidas **Cyrille Gaye B. Miranda Cresencio T. Gamay Marianne Wanson *SEPSs Planning and Research
3. Accommodation and Food	Jennifer Ande	R1 - Patricia Dumuguing R2 - Emmanuela M. Gabol R3 – Conchita Balura R4 – Marjory Valdez
4. Program and Invitation letters/ Information	Aida Payang	Georaloy Palao-ay Daisy Eswat Jeremy Kermit Padilla Yves Sixto Janet M. Ambucay Rafaela S. Gawigawen Jennilyn B. Kitongan
5. Physical arrangement (Including Arrangement of Posters)	Agustin B. Gumuwang	Christopher Hadsan Cullen Wegiyon Joseph Bañares Dumas D. Aban Marco (Apayao) John (Mt. Province) Reynalyn (Baguio) Jaeriel (Abra)
6. Certificates	Jumar B. Yago-an	Laureen B. Likigan Vandolf B. Flora

		Glenn Papa Warly Kindiawan
7. Souvenir Program / COMPILATION OF ABSTRACT	Janet M. Ambucay	Dumas D. Aban Jumar B. Yagoan Vandolph B. Flora Glenn Papa Randolph Daculog *Patricio Dawaton *Carmel Meris
8. Distribution of Souvenir program	Crisanta P. Pantaleon	Patricia C. Dumaguing Jennelyn B. Kitongan
9. Review Research Studies for Oral and Poster Presentations	RRREC	RRREC and TWGs DRRECs
10. Sessions	As specified	
11. Documentation	As specified	
12. Evaluation *end of the session	QAME	
13. Medical Committee	Dr. Angeline Calatan, 2 nurses (Baguio City and Benguet)	

Session Committee

Roles	1	2	3	4
Session Manager	Carmel Meris	Florence Balictan	Rafaela S. Gawigawen	Jennifer P. Ande
Documenter (Synthesizer)	Patricia C. Dumaguing	Cyrille Gaye B. Miranda	Janet Ambucay	Jennilyn B. Kitongan
Reactor c/o CES (guide questions)	Lilia B. Goc-oban SDS Angway SDS Ballitoc	Atty. Sebastian G. Tayaban SDS Ullalim	Edgardo T. Alos SDS Castillo SDS Verano	Agustin B. Gumuwang SDS Martin SDS Gamatero
Secretariat/Time Keeper	Deewail B. Bagayao Jaeriel Bersamina	Xylene Grail Kinomis John Libongen	Marciana Bomowey Marco Pagulayan	Samuel Tayaban Reynalyn Padsuyan
Evaluator	Yves Sixto	Clemente Bandao	Maxim Botilas	Daniel Gonayon
Attendance	Eleonora Albidas	Emmanuela M. Gabol	Cresencio T. Gamay	Marianne Wanson

TERMS OF REFERENCE FOR COMMITTEES

STEERING COMMITTEE

Responsibilities

- Oversees the whole event.
- Designates researches per theme or group
- Evaluate and approve researches for oral and poster presentation

A. Committee on Registration

Responsibilities

- Collaborates with PPRD for a copy of completed registration sheets
- Prepares the master list of expected and pre-registered participants
- Prepares the Registration form
- Creates a registration desk for registration before the conference proper
- Coordinates with the other committees
- Submits the drafts on or before the deadline agreed
- Checks daily attendance
- Assists in the distribution of Certificates of Participation/Appearance during the closing program
- Prepares color coded name tags for all participants

B. Committee on Accommodation and Food

Responsibilities

- Coordinates with the venue/hotel management the number and list of expected participants and conference management including the menu for the duration of the conference

- Manages the distribution of food and or arrangement for buffet setting, etc.
- Ensures that all participants are well served/accommodated.
- Coordinates arrangement of function/ conference hall, hotel transportation (if necessary) and transfer of participants and audio-visual requirements.
- Submits proposed menu on or before the agreed deadline

C. Committee on Program and Invitation

Responsibilities

- Prepares the program of activities and invitation to resource persons/speakers that include messages for the souvenir program on or before deadline
- Distributes program of activities and invitation to speakers, management and committees involved.
- Coordinates with the committee on session and ensures activities are followed as scheduled.
- Monitors the flow of program/activities.
- Prepares "Thank you" letters after the conduct of the activity (Including SDOs)

D. Committee on Physical Arrangement (including the arrangement of posters)

Responsibilities

- Coordinates the decoration of the venue.
- Establishes setup times (work with venue management) and places the decorations in the rooms and then returning to dismantle it.
- Organizes and finishes any last minute assembly for the decorations once on-site.
- Collaborates with all the committees (Session, Food, etc.), on space, set-up, audio visual needs such as computers, LCDs, and other technologies needed during the plenary and breakout sessions.
- Works with registration committee regarding the seating needs, numbers of participants, award recipients, special guests, etc.
- Ensures the correct number of presentation boards in the Session Hall (for the Oral Presenters) and the arrangements of posters must be in proper places.
- Posts the name of presenters, session managers, facilitators in the session hall.
- Submits list of needed materials and stage/display plan before Oct 18

E. Committee on Sessions

Responsibilities

- Prepares and gives overview of the session and the mechanics
- Sees to it that all oral presenters have been notified of their room assignments.
- Arrives in session room at least 20 minutes before sessions.
- Saves the presentations to computer used in session room.
- Makes announcements during session to complete evaluations, about changes, etc. if necessary.
- Provides laptop in their respective room assignment
- Introduces himself/herself and the research presenters using provided print out of presenter's bios;
- Awards the certificates at the end of session,
- Ensures that sessions begin and end on time.

F. Committee on Certificates / Attendance

Responsibilities

- Collaborates with the registration committee for the copy of attendance.
- Designs and prints Certificates for Awardees, Participants and Speakers.
- Prepares Certificate/Plaque of Recognition for the resource speakers.
- Assists the Session Manager during the awarding ceremony.
- Design and Prepare Name Tags

G. Committee on Souvenir Program

Responsibilities

- Ensures that all researches (both for oral and poster presenters) are reflected in the opening, closing and souvenir programs.
- Makes sure that program content (abstract and presenter's form), bio of featured speakers and mechanics of the conference is accurately reflected in the conference program.
- Works within budget.
- Coordinates with the Chairperson of registration for the allowed budget per souvenir and determine the number of copies for printing. (*one per RO, SDO division, resource person and all presenters)
- Prepares documents needed for procurement
- Edits contents before reproduction
- Drafts content and design of the Souvenir Program in coordination with RD and PPRD
- Includes vicinity maps, schedule of meals and house rules

H. Souvenir program Distribution

Responsibilities

- Prepares distribution List
- Distributes the souvenir program
- Accounts the receipt of the souvenir program

I. Committee on Review Research Studies for Oral and Poster Presentations

Responsibilities

- Organizes Review Committee for all researches and see to it that all submitted researches conform to the format.
- Attends paper selection meeting to review all researches.
- Advices all researchers of their confirmation whether they're for oral or poster presenters.
- Coordinates and submits List of Presenters (Oral and Poster) to the Committee on Sessions.

J. Committee on Documentation/Plenary and Session

Responsibilities

- Ensures that session content is accurately reflected in the conference program.
- Provides write-ups of all the sessions held in the conference and document the entire proceedings for submission to the Regional Director.
- Prepares the synthesis of all papers presented.
- Prepares and submits comprehensive and consolidated report after the activity

K. Medical Committee

- Ensures medical and health needs of the participants.

Participants in Oral & Poster Presentations, By SDOs

	Oral Presenters	Poster Presenters
ABRA	Bringas, Ma. Agnes Faye B.	Africano, Eleanor B.
	Barreras, Junmel B.	Aben, Lolinia V.
	Peña, Ma. Elena A.	Macario, Michelle B.
	Ciervo, Catherine D.	Barcena, Darwin B.
	Quodala, Marifi F.	Venus, Charito T.
	Francisco, Geraldine M.	Claor, Rodelio B.
	Asencio, Rhoda P.	Abella, Vicky C.
	Aquino, Fely C.	Costibolo, Jonathan B.
APAYAO	Ventura, April Mark A.	Caluya, Catherine R.
	Enciso, Suzelle C.	
	Duque, Olivia B.	
	Albano, Lala Vanessa L.	
	Simisim, Richard B.	
	Pariñas, Jeanalyn P.	
	Fernandez, Josephine C.	
	Duldulao, Mary Jane T.	
BAGUIO CITY	Ambrona, Jonalyn C.	Alcabedos, Julian Jr. J.
	Biligan, Julia A.	Balantin, Jovelyn T.
	Doriano, Stephen C.	Balutoc, Lilybeth B.
	Gam-ad, Jocelyn Q.	Duran, Cecile T.
	Kitoyan, Kereen C.	Esteban, Mylene S.
	Macalo, Beatriz T./Zarate, Lennilyn N.	Malanos, Mercema B.
	Pedro, Octavia M.	Pasayan, Cesaria D.
	Diguel, Junar M.	Tumapang, Petra D.
	Santos, Jimmy S.	Pawid, Candice R.
	Acop, Helen C.	Nasitem, Carmelita B.
	Castillo, Sharon Christiannie R.	Fernando, Sherwin L.
	Dawayen, Whitney A.	Palsi, Maria O.
	Padsoyan, Reynalyn T.	
BENGUET	Ducayso, Georgina C.	Biniasan, Elma B.
	Valenciano, Mark Aljon E.	Mayomis, Claire A.
	Agtani, Joven B.	Tegan, Eleuterio D.
	Palileng, Jomar	Bayanes, Cherry Ann S.
	Galino, Andrea M.	Fiao-ag, Ezra C.
	Dulagan, Melinda R.	Banigen, Mary Jane T.
	Dokey, Denver P.	Onio, Jardson S.
	Pecay, Rose Kayee D.	Dino, Sarah S.
	Angupa, Sharon B.	Wacnang, Jsoephine P.
	Erasmio, Carlita C.	Gabatino, Jacqueline A.
	Banagui, Heather G.	Depaynos, Nelia L.
		Peng-as, Ella Mae U.
		Fidel, Dolores G.
IFUGAO	Tul-o, Jeanette B.	
	Tayaban, Daniel W.	
	Catama, Josefa H.	
	Ganigan, Sharon M.	
	Ballogan, Jenelyn N.	
	Dulawan, Daisybelle H.	
	Ballogan, Sharon P.	

	Dulawan, Erlinda D.	
KALINGA	Tawatao, Silverio W.	Bawer, Abigail Ruth O.
	Galnawan, Romulo A.	Dongan, Lilibeth B.
	Oddoc, Elsa V.	Cadater, Maribeth A.
	Bangon, Rizaldy C.	Basa, Nena O.
	Salingbay, Julio D.	
	Agsaoay, Feliciano Jr. L.	
MT. PROVINCE	Langkia, Bauder P.	Emengga, Oliver M.
	Ayodoc, Dominga D.	Chewiran, Saryan F.
	Pocyao, Billy Jean M.	Camareg, Naty A.
	Ventura, Mila B.	Palengleng, Yvonne M.
	Salwagan, Melody D.	Aquin, Maribeth B.
	Culla-ag, Benson B.	Domong-as, Beatriz R.
	Lamagan, Thelma T.	Las-egan, Carolyn L.
	Magalgalit, Jocelyn B.	Ngilac, Teresa P.
		Batong, Judyline D.
		Mangiwet, Bertha K.
TABUK CITY	Dumogo, Limson D.	Micua, Amanda A.
	Orap, Helen B.	Baniaga, Beverly M.
	Bongngat, Anacita G.	Palchan, Jocelyn A.
	Danag, Efren Y.	Sagayo, Judith A.
	Asbucan, Giovanni Luke L.	
	Bumanglag, Gemmaline C.	
	Esteban, Shiela B.	
	Boog, Evangeline Ruth L.	
Regional office	Taqued, Ethielyn E.	
	Malag, Evangeline P.	

Confirmation Slip
1st Regional Research Conference
December 13-15, 2017
Schools Division of _____

	Name	Sex (Male/Female)	School / Office	Position	Contact Number	Email Address	Date of Arrival in the Venue
1							
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11							

(Use additional page if needed)

Prepared by: SEPS Planning and Research

Noted by: Chairman Division Research Committee