



OCTOBER 8, 2019

REGIONAL MEMORANDUM

No. 605, s. 2019

PANAGTAMBAYAYONG 2019
"Sharing of Researches of Supervisors"



To: Schools Division Superintendents
This Region

1. The Regional Office through the Office of the Policy, Planning and Research Division (PPRD) will conduct the *"Panagtambabayong 2019"* on November 26, 2019 and the venue will be announced later.
2. The activity aims :
 - a. to share the researches of supervisors; and
 - b. to gain support from the internal stakeholders through possible adoption of the findings of the study.
3. The expected number of participants from each SDO is sixteen (16) to include the ASDS/SDS, PSDS, EPS in all subject areas and SEPS in Research/Research Coordinator. Unavailable participants on the said date shall be replaced to meet the expected number.
4. Researches to be presented are subsidized by Basic Education Research Agenda (BERF) and other funds.
5. The maximum time of the presentation is 15 minutes. It should be an Audio Visual Presentation (AVP) to cover the title, problem, methods, findings, conclusions, plan for dissemination and utilization.
6. The list of committees/members are attached in enclosure no. 1 for easy reference.
7. This is a live-out activity and there will be no registration fee required. Participants will be served with lunch and snacks only.
7. Participants must bring a copy of the travel authority and it must be submitted to the secretariat for liquidation purposes. NO Travel Authority, NO Certificate of Appearance.
8. Travel and other related expenses of the participants from the schools divisions shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
9. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Reference: To be indicated in the Perpetual Index under the following subjects:
POLICY QUALITATIVE QUANTITATIVE
Pprd/clg 10/8/2019

RESEARCH TRAINING



2019-10-15123



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



(085) 342 - 8207
(085) 342 - 7347
(085) 341- 3899



caraga@deped.gov.ph



caraga.deped.gov.ph

LIST OF COMMITTEE AND TERM OF REFERENCE

a. Committee on Registration

Chairperson – Ms Elsie M. Mongado
Members – Ms. Judith Gatab

Responsibilities:

- Prepares the Registration form
- Creates a registration desk for registration before the activity proper
- Ensures the distribution of certificates of participation and appearance

b. Committee on Program and Invitation

Chairperson – Ms. Caroline L. Guerta
Member – Mr. Glen Aspe

Responsibilities:

- Prepares the program of activities
- Distributes program of activities and management and committees involved.
- Monitor the flow of program/activities.

c. Committee on Stage Decoration

Chairperson: Ms. Margarita T. Delima
Members : Ms. Loinda Guerta - SEPS Butuan City Division
Mr. Frinzy Botoy - SEPS ADN Division

Responsibilities:

- Coordinate with the other committee
- Ensure that the decoration of the stage is appealing and presentable.

d. Committee on Physical Arrangement (including the arrangement of Posters)

Chairperson – Mr. Dandee Monton
Members - ALL SEPS in Research

Responsibilities:

- Coordinate with the committee on decoration of the venue.
- Check the arrangement of Posters in the venue

e. Committee on Certificates/Attendance

Chairperson - Mr. Dandee Monton
Members - Mr. Glen Aspe

Responsibilities:

- Collaborates with the registration committee for the copy of attendance.
- Checks the attendance of participants in every venue.
- Prepares Certificate of Recognition for the presenters
- Assist the emcee during the awarding ceremony.

f. Committee on Documentation/Sounds

Chairperson - Mr. Ariem Cinco
Member - Mr. Pedro Tecson

Responsibilities:

- Provides write-ups and document the entire proceedings for submission to the Regional Director.
- Collaborates with all the committees on space, setup, audio visual needs such as computers, LCDs, and other technologies needed during the presentation
- Prepares the synthesis of all papers presented

g. Moderators during the open forum - SEPS in Research/ Research Coordinator

Responsibilities:

- Facilitate the open forum every after the presentation
- Ensure maximum participation from the participants
- Control the questions raised during the open forum

h. HOSTS: Ms. Lyza M. Guinguing, Ms. Loinda S. Guerta and Grace Y. Urbiztondo

Responsibilities:

- Lead the show
- Ensure audience interest will be sustained

i. Floor Manager : Mr. Kevin Hope Salvana

Responsibilities:

- Make sure that all parts of the program are ready before the presentation
- Ensure that there will be no dull moments during the show

j. Usherettes - all SEPS in Research

Responsibility : Assist guests and participants

k. Over-all Manager: -Ms. Marilyn F. Antiquina - Chief, PPRD

Assistant Manager -Dr. Caroline L. Guerta - EPS, Regional Research Coordinator
Responsibilities: -Make sure of a smooth and successful conduct of the activity
-Ensure that committee assignments will be followed