



Republic of the Philippines
Department of Education
 CARAGA REGION

DEPARTMENT OF EDUCATION
 RECORDS UNIT, REGIONAL OFFICE-CARAGA
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JULY 2 2025

REGIONAL MEMORANDUM

No. 0649, s. 2025

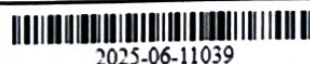
To: Schools Division Superintendents
 School Governance & Operations Division Chiefs
 All Others Concerned

CONDUCT OF REFRESHER COURSE: STRENGTHENING FOUNDATIONS IN BASIC RESEARCH FOR DRRM DIVISION COORDINATORS AND SCHOOL DRRM RESEARCHERS

1. The Department of Education – Caraga Region, through the Education Support Services Division (ESSD), will conduct a refresher course titled **Refresher Course: Strengthening Foundations in Basic Research for DRRM Division Coordinators and School DRRM Researchers**. This activity is scheduled for **July 16–18, 2025**, at the **Balanghai Hotel and Convention Center, Butuan City**.
2. The participants of this activity include Division DRRM Coordinators, School DRRM Coordinators, SGOD Chiefs, Public School District Supervisors, and other non-teaching personnel with a solid background or active involvement in research. Each Schools Division Office of DepEd Caraga is expected to deploy **eight (8) qualified DepEd personnel** to take part in the activity. If an identified participant cannot attend, a suitable replacement may be designated.
3. This refresher course is vital in equipping education professionals—particularly those within the Department of Education who are directly or indirectly involved in school disaster preparedness and response—with the necessary updated knowledge and skills. As natural disasters become increasingly frequent and complex due to the effects of climate change, it is imperative for DepEd personnel and stakeholders to stay informed about the latest research methodologies, tools, and strategies in DRRM to ensure evidence-based planning, policy formulation, and effective implementation of school safety initiatives.
4. The refresher course will cover four major topics, each delivered by expert resource speakers:
 - a. *Introduction to Research*
 - b. *Research Design*
 - c. *Review of Related Literature*
 - d. *Research Ethics*
5. Before the activity, participants must secure their duly approved and signed Travel Authorities and upload them to the designated folder for their Schools Division Office at <https://bit.ly/TravelAuthorities>.
6. Participation is subject to fund availability and compliance with existing accounting and auditing rules and regulations.



Address: J.P. Rosales Avenue, Butuan City
 Trunkline No: (085) 225-1151
 Telefax No: (085) 342-5959
 Email: caraga@deped.gov.ph
 Website: caraga.deped.gov.ph



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7. For any inquiries, contact Mr. Christian Jay A. Pulido, Administrative Support II for DRRM, at 0912-700-3102 or via email at christianjay.pulido@deped.gov.ph. You may also reach out to Ms. Leah Ellen V. Yaoyao, Technical Assistant I for SMHP through mobile number 0954-394-0384 or email at leahellen.yaoyao@deped.gov.ph.
8. Kindly refer to the attached document for the detailed program matrix of the activity.
9. Immediate dissemination of this memorandum is desired.


MARIA INES C. ASUNCION
Director IV
Regional Director 

Encl.: Program Matrix

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH OR STUDIES

SCIENCE EDUCATION

SEMINARS

ESSD/lvy
06/20/2025



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Program Matrix

Date/Time	Activity/Responsible Person
Day 1 July 16, 2025	
10:00 a.m. – 12:00 nn.	Arrival and Registration of Participants
1:00 p.m. - 1:15 p.m.	Preliminaries
1:15 p.m. – 1:25 p.m.	Welcome Remarks Megnon P. Beldad <i>PDO II</i>
1:25 p.m. – 1:30 p.m.	Acknowledgment of Participants and Inspirational Message Edmund D. Mendoza, PhD <i>ESSD Chief</i>
1:30 p.m. – 5:00 p.m.	Topic 1: Introduction to Research Dr. Uni Grace P. Porras Campus Registrar <i>Philippine Normal University-Mindanao Campus</i> - Open Forum - Photo Op with the 1 st Speaker
5:00 p.m. – 7:00 p.m.	Dinner
Day 2 July 17, 2025	
7:00 a.m. – 8:00 a.m.	Breakfast
8:30 a.m. – 11:30 a.m.	Topic 2: Research Design Dr. Elvira V. Chua Director for Research, Extension, Quality Assurance, and Development <i>Philippine Normal University-Mindanao Campus</i> - Open Forum - Photo Op with the 2 nd Speaker
11:30 a.m. – 12:30 p.m.	Lunch
1:00 p.m. – 4:30 p.m.	Topic 3: Review of Related Literature Research Ethics Dr. Kenneth Ian Barrera Head of Research and Instructional Innovation Department - <i>Saint Michael College of Caraga (SMCC), Inc.</i> - Open Forum
5:00 p.m. Onwards	Dinner
Day 3 July 18, 2025	
7:00 a.m. – 8:00 a.m.	Breakfast



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8:30 a.m. – 11:00 a.m.	[Continuation] Topic 4: Research Ethics Dr. Kenneth Ian Barrera Head of Research and Instructional Innovation Department - Saint Michael College of Caraga (SMCC), Inc. - Photo Op with the 3rd Speaker - Wrap up
11:30 a.m. – 12:00 nn	Lunch
12:00 nn Onwards	-End-