



Republic of the Philippines
Department of Education
CARAGA REGION



August 14, 2023

REGIONAL MEMORANDUM

No. 0764, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ADDENDUM TO REGIONAL MEMORANDUM NO. 0587 S. 2023
RE: RESEARCHERS' NOTEBOOK 2023

1. This refers to the Regional Memorandum No. 0587 on Researchers' Notebook to showcase the success stories of researchers as to the utilization and impact of the findings of the research. The venue will be in **Balanghai Hotel, Butuan City** on **September 15, 2023**.
2. The layout of display area in the venue and the technical working group with terms of reference are attached as enclosures.
3. Display area shall contain journal/coffee table book of stories, pictorials or videos of success stories or anything to showcase impact of researches conducted.
4. All other provisions in Regional Memorandum No. 0587 are still in effect.
5. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION
Director III *MA*
Officer-In-Charge
Office of the Regional Director

Encls.: Technical Working Group
Reference: DepEd Order 16, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

FORUM

RESEARCH

PPRD/clg
08/14/2023



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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Enclosure No. 1. List of Committee and Term of Reference

a. Host:

Ms. Jecel D. Taray
Mr. Reiner S. Oraliza

Responsibilities:

- leads the show
- ensures audience interest will be sustained

b. Committee on Registration

Chairperson : Dandee Monton
Members : Johnrey Ebasco
Melissa Felisan

Responsibilities:

- Prepares the registration form
- Creates registration link for registration before the activity proper
- Ensures the distribution of certificate of appearance to the participants

c. Committee on Program and Invitation

Chairman : Glen Aspe
Members : Melisa Felisan

Responsibilities:

- Prepares the program of activities
- Distributes program of activities and invitation to the field

d. Committee on Stage Decoration

Chairman: Caroline Guerta
Members: Frengie Botoy
Jay M. Directo
Johnrey Ebasco

e. Committee on Certificates

Chairman : Glenn Aspe
Members : Melisa Felisan
Johnrey Ebasco



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Responsibilities

- Collaborates with the registration committee for the copy of attendance
- Check attendance of participants
- Prepares certificate of recognition for presenters
- Assists the hosts during the awarding ceremony
- Ensures that all the presenters will be given a Certificate of Recognition

f. Committee on Documentation

Chairman: Pedro Tecson
Member: Jess Marie Macono

Responsibilities:

- Facilitate the live streaming of the activity- DepEd Live Philippines
- Document the activity

g. Synthesis

Chairman : Fritzzy Gay Lusica
Members : Uille Galvez
Hector Passion
Grace Urbiztondo
Emalyn Erno

Responsibilities:

- Document the whole proceeding for submission to the Regional Director
- Prepares the synthesis of all the success stories of researchers

g. Over-all Chairman : Violeta C. Nunez
Member : Caroline L. Guerta

Responsibilities:

- Ensures that all the logistics are well-coordinated
- Ensures that the activity is successful



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Enclosure 2. Lay out-Display Area

STAGE

ADN

TANDAG

ADS

SIARGAO

BAY

SDS

BIS

BXU

CBD

DINAGAT

SC

SDN



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