



Republic of the Philippines
Department of Education
CARAGA REGION



November 17, 2022

REGIONAL MEMORANDUM
No. 1024, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

RESEARCHERS' NOTEBOOK 2022
"Documentary of Success Stories of Researchers"

1. The Regional Office through the Office of the Policy, Planning and Research Division (PPRD) has designed and conceptualized an initiative called **"Researchers' Notebook"** to document success stories of researchers on **November 28, 2022**, at Carmen Veranda Resort, Agusan del Norte.
2. This activity aims to:
 - a. document success and challenges of researchers
 - b. determines the Return of Investment (ROI)
 - c. develop attitude toward research
3. The participants are the Research Coordinators, three (3) Researcher, School head of the researchers, CID Chiefs, SGOD Chiefs, and SDS or ASDS.
4. Each Schools Division Office (SDO) shall identify two (1) research that have an impact to the field either in the classroom, office, or division office in general.
4. The presentation shall focus on the success of the researchers especially the impact of the study. It must be data-driven and evidences shall be highlighted in the documentation.
5. The maximum time of the presentation is 20 minutes.
6. This is a one-day (1) activity, live-out and there will be no registration fee required. Participants will be served with lunch and two (2) snacks only.
8. 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.**
10. The committee of the activity and the matrix of presentation are on the attached enclosures.
10. 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.



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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10. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: Committee and Matrix

Reference/s: DO 16, s. 2017

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

BERF

RESEARCHER'S NOTEBOOK

PPR/jrme
11/17/2022

(ENCLOSURE NO. 1 TO REGIONAL MEMORANDUM NO. 1024s .2022)

SCHEDULE OF PRESENTATION

Schedule	Day 1
8:00AM-8:30AM	A. Registration
8:30AM-9:00AM	B. Opening Program
9:00AM-12:00PM	C. Presentation of Success Stories
	- Butuan City - Surigao City - Dinagat Island - Siargao - Bislig City - Agusan del Sur
1:00PM - 5:00PM	- Agusan del Norte - Surigao del Norte - Cabadbaran City - Agusan del Sur - Tandag - Bayugan City
	Note: * Action Plan shall be prepared by the SDO for possible adoption of the findings

(Enclosure No. 2 to REGIONAL MEMORANDUM No. ¹⁰²⁴ s.2022)

LIST OF COMMITTEE AND TERM OF REFERENCE

a. Committee on Registration

Chairperson – Mr. Dandee Monton
Members – Mr. John Rey Ebasco

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.
- Monitors the flow of program/activities.

c. Committee on Stage Decoration

Chairperson: Ms. Caroline L. Guerta
Members : Mr. Dandee Monton

Responsibilities:

- Coordinates with the other committee
- Ensures that the decoration of the stage is appealing and presentable.

d. Committee on Certificates/Attendance

Chairperson - Mr. Glen Aspe
Member - Mr. Johnrey Ebasco

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
- Assists the emcee during the awarding ceremony.

e. Committee on Documentation and Synthesis

Documentation: **Dr. Pedro Tecson**

Synthesis:

Chairperson - Dr. Roel Diamante
Member - Ms. Fritzzy Gay Lusica
Ms. Glorian Ederosas

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

f. Committee on Action Plan Preparation and Activity

Chairperson: Mr. Frenzie Botoy
Member : Mr. Hector Passion

Responsibilities:

- Designs an electronic action plan for research adoption/utilization activities
- Facilitates the filling up of action plan by SDO after the presentations

g. HOST

Dr. Mick Mars Salvano, Mr. Jay Derecto
and Ms. Jecel Taray

Responsibilities:

- Leads the show
- Ensures audience interest will be sustained

h. Usherettes

Chairperson : Dr. Grace Y. Urbiztondo
Members : Mrs. Emalyn Erno
Mrs. Evelyn Almocera
Mrs. Ucille Galvez

Responsibilities :

- Assists guests and participants

i. Over-all Manager:

-Dr. Violeta Nunez -OIC Chief, PPRD

Assistant Manager

-Dr. Caroline L. Guerta - EPS, Regional Research Coordinator

Responsibilities:

- Ensures that committee assignments are followed
- Ensures smooth and successful conduct of the activity