



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

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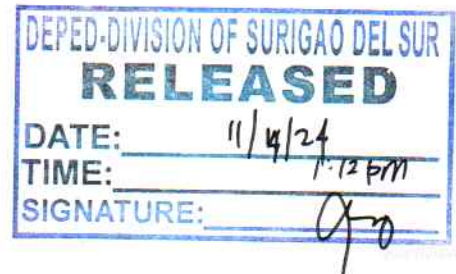
CEZ23521-2024

Tanggapan ng Tagapamanihalang Pansangay**Nobyembre 14, 2024**

Pansangay na Memorandum

Blg. 558, s. 2024

To: Tagamasid Pampurok
Mga Punong Guro
Sa iba pang sangkot
Sa sangay na ito

**PANANALIKSIK SA EDUKASYON: PAGPAPALAWAK NG KAALAMAN AT PRAKTIKA SA PAGTUTURO**

1. Ang pananaliksik ay may mahalagang papel sa patuloy na pagpapabuti ng edukasyon, sa pamamagitan nito, maaaring matukoy ng mga guro ang mga kakulangan sa kaalaman, tuklasin ang mga bagong estratehiya sa pagtuturo, at mapabuti ang kanilang pamamaraan sa pagtataya sa loob ng silid-aralan. Dahil dito, magkakaroon ng pagsasanay sa **Pananaliksik sa Edukasyon: Pagpapalawak ng Kaalaman at Praktika sa Pagtuturo**, ngayong Nobyembre 20-22, 2024 sa **Monique Hotel, Tandag City**.
2. Ang layunin ng pagsasanay na ito ay ang sumusunod:
 - a. Mapayabong ang kaalaman ng mga guro sa pananaliksik.
 - b. Makabuo ng isang panukalang pananaliksik sa Filipino
 - c. Maikintal sa puso at isipan ng mga guro ang kahalagahan ng pananaliksik
3. Ang mga kalahok sa pagsasanay na ito ay ang mga piling guro sa sekondarya na hindi pa nakadalo sa mga pagsasanay tungkol sa pananaliksik.
4. Magkakaroon ng Birtuwal na Pre-Work ang mga tagapagsalita ng pagsasanay at TWG ngayong **Nobyembre 19, 2024, 1:00-5:00** ng hapon gamit ang link na ito <https://meet.google.com/ucn-gigh-ysh>.
5. Kalakip ng memorandum na ito ang daloy ng gawain, at listahan ng mga kalahok.
6. Ang perang gugugulin para sa accommodation, pagkain, mga kagamitan at honorarium ng resource speaker o tagapanayam sa pagsasanay ay manggagaling sa 2024 HRTD funds, samantalang ang transportasyon ng mga kalahok at per diems ay manggaling sa school MOOE o local na pundo na dadaan sa masusing pagtutuos.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300



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7. Hinihiling ang maaga, malawakan at dagliang pagpalaganap ng memorandum na ito.

LORENZO O. MACASOCOL PhD, CESO V
Tagapamanihalang Pansangay 

Kalakip.:

- (1) Daloy ng Gawain
- (2) Listahan ng Kalahok

Sanggunian: Wala

Ilagay sa Palagiang Talatuntunan

Sa ilalim ng sumusunod na paksa:

PANANALIKSIK EDUKASYON

KAALAMAN AT PRAKTIKA

IGA//DM- PANANALIKSIK SA EDUKASYON: PAGPAPALAWAK NG KAALAMAN AT PRAKTIKA SA PAGTUTURO

 /Nobyembre 14, 2024



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Kalakip 01 sa Memorandum Pansangay blg. , s. 2024

**PANANALIKSIK SA EDUKASYON: PAGPAPALAWAK NG KAALAMAN AT
PRAKTIKA SA PAGTUTURO**

DALOY NG GAWAIN

Time	Activity	Resource Speaker/Facilitator
Day 1		
7:30- 8:00 am	Arrival/Registration	PMT
8:00- 8:30 am	Opening Program	
8:30- 9:00 am	Conduct of Pre-Test	
9:00-10:30 am	Session 1: Pananaliksik Pang-Edukasyon sa Filipino: Mga Hamon at Tunguhin sa Kurikulum sa Batayang Edukasyon"	Irene Grumez, PhD EPS-Filipino
10:30- 10:45 am	Health Break	
10:45-12:00 nn	Session 2: BERF Guidelines and Format	Ucille Galvez SEPS Division Research Coordinator
12:00- 1:00 pm	Lunch Break	
1:00- 3:00 pm	Session 3: Pagpili ng Paksa at Pagbuo ng Tanong sa Pananaliksik	Annie Y. Samarca, PhD Professor IV Dean of College of Teacher Education NEMSU
3:00- 3:15 pm	Health Break	
3:15- 5:15 pm	Session 4: Pagbuo ng Konseptong Balangkas (Theoretical/Conceptual Framework)	Annie Y. Samarca, PhD Professor IV Dean of College of Teacher Education NEMSU
5:15- 6:00 pm	Reflection and Debriefing	
Day 2		
7:30- 8:00 am	Management of Learning	PMT
8:00- 10:00 am	Session 5: Pagdidisenyo ng Metodolohiya	Marvin Ranario MT-II, Barobo NHS
10:00- 10:15 am	Health Break	



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10:15- 12:15 nn	Session 6: Pagbuo ng Materyales sa Pangangalap ng Datos	Alice Maglinte, EdD MT-II, Madrid NHS
12:15- 1:00 pm	Lunch Break	
1:00- 3:00 pm	Session 7: Pagpapatupad ng Pananaliksik	Marybi A. Tubaon T-II, Madrid NHS
3:00- 3: 15 pm	Health Break	
3:15- 5:15 pm	Session 8: Pagsusuri ng Datos	Irene Grumez EPS-Filipino
5:15- 6:00 pm	Reflection and Debriefing	
Day 3		
8:00- 8:30 am	Management of Learning	
8:30- 10:00 am	Session 9: Pagsulat ng Resulta, Konklusyon at Rekomendasyon	Marvin Ranario MT-II, Barobo NHS
10:00- 10:15 am	Health Break	
10:15- 12:15 nn	Session 10: Etika sa Pananaliksik	Maridel V. Casaba MT-II, Tina CES
12:15- 1:00 pm	Lunch Break	
1:00- 3:00 pm	Paglalahad ng mga panukalang Pananaliksik	Irene Grumez, PhD EPS-Filipino PMT
3:00- 3:15 pm	Health Break	
3:15- 4:00 pm	Paglahad ng mga panukalang Pananaliksik	Irene Grumez, PhD EPS-Filipino PMT
4:00- 5:00 pm	Closing Program	PMT



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Kalakip 02 sa Memorandum Pansangay blg. 02, s. 2024

**PANANALIKSIK SA EDUKASYON: PAGPAPALAWAK NG KAALAMAN AT
PRAKTIKA SA PAGTUTURO**

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

ROLE	TERMS OF REFERENCE	OFFICE/UNIT FOR FIELD IMPLEMENTATION OF PD PROGRAMS
a. Program Manager	i. Oversees the implementation of the entire program. ii. Organized and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. iii. Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design. iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. v. Prepared the CPD documents for submission to the PRC through the NEAP-R vi. Leads the conduct of the program per session room.	ERLYN G. MANGADLAO Senior Education Program Specialist HRD Division
b. Learning Manager	i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting	IRENE GRUMEZ Education Program Supervisor Curriculum Implementation



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	activities and by addressing emerging learning needs. iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. vi. Ensures that the pre-assessment is administered. vii. Ensures that level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the workplace application plan.	
c. c. Resource Speakers/Learning Facilitators/Subject Matter Expert	i. applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provide expert content input during learning sessions.	Invited Speakers
d. M&E Coordinator	i. Prepared and implements the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools to monitor and evaluate program delivery	Ramil Tersona SEPS SDO – SMME



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	iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Managed in administering and analyzing the results of Level 2 evaluation. vi. Prepares port-program delivery M&E Report and submits to PM for inclusion in the Program Completion Report.	
e. Documenter	i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery.	Lieu Gee Keeshia M. Guillen PDO II
f. Secretariat	i. Attends to registration needs of learners iii. Ensures that learners fill up attendance sheets every day iv. Prepares directory of participants based on registration forms. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials.	Claire Ann Gonzaga Librarian II Rosebelt John G. Grumo AA-I
g. Welfare Officer	i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. ii. Attends to emerging inclusions, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject matter experts (including	Melchor O. Catcha PDO II (DRR Officer)



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	incidents of social exclusion, sexual harassment, et.).	
h. Logistics officer	i. Ensures the quality adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. ii. Leads ocular inspection of venues to ensure adherence to standards and specifications. iii. Checks that session rooms are always ready for use and conducive to learning.	Clifford John C. Reyna ADAS-II
i. Finance officer	i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentations for liquidation. ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate officers. iii. Monitors and documents all disbursement against budget to support liquidation. iv. Liquidates all funds disbursements and prepares a financial report as input to the program completion report.	Eppie P. Cabrera