

Republic of the Philippines Bevartment of Education

NATIONAL CAPITAL REGION



30 April 2025

REGIONAL MEMORANDUM Not 395, s. 2025

To:

Assistant Regional Director

Schools Division Superintendents

All Others Concerned

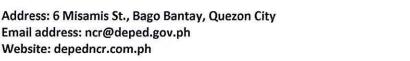
TRAINING-WORKSHOP ON RESEARCH MANAGEMENT CUM TARGETING AND FORECASTING OF PERFORMANCE INDICATORS

- 1. Pursuant to DepEd Order No. 16 s. 2017 titled Research Management Guidelines, this office, through the Policy, Planning, and Research Division (PPRD), in its thrust to promote a culture of research and to strengthen the use of research tools in managing research shall conduct the above-captioned activity on **May 14-16, 2025** to be held at Tanza Oasis Hotel and Resort, Km 41 Antero Soriano Highway, Tanza, Cavite.
- 2. This three-day activity will provide planning and management skills for Research Coordinators and Planning Officers, specifically, it aims to:
 - a. Present guidelines on using the Quality Control Checklist,
 - b. Launch and demo the BERF tools,
 - c. Discuss quality management in research,
 - d. Identify key and immediate challenges in managing research,
 - e. Prepare regional and division targets.
- 3. Attached are the enclosures for your information and guidance: (a) List of Participants and (b) Indicative Program of Activities. Participants are requested to preregister through this link: bit.ly/May2025PreReg on or before May 8, 2025, at 12NN, and bring a laptop and extension cord on the day of the training. Only pre-registered participants will be allowed to attend. Pre-registered participants who fail to attend shall be required to pay the full cost of participation. Check-in for the Technical Working Group is on May 13, 2025, at 2:00 PM with dinner as the first meal, while the Region and Division participants are expected to arrive on May 14 at 8:30 AM, (first meal is AM snacks, and last meal is PM snacks on May 16, 2025).
- 4. Division Research Coordinators are requested to accomplish this pre-work to be used for the Workshop: bit.ly/May2025PreWork on or before May 8, 2025, 4PM.
- 5. Traveling and other incidental expenses relative to this activity shall be charged against the local funds subject to the usual government accounting and auditing rules and regulations.
- 6. For clarifications and further inquiries, kindly contact Mr. Vergel Jairus J. Emas, Regional Research Coordinator through this email: research.ncr@deped.gov.ph.













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7. Wide dissemination of and compliance with this Memorandum is desired.

JOCELYN DR ANDAYA

Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

References: DO 16 s. 2017 RMG

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

EDUCATION

RESEARCH

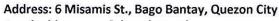
PPRD/JAI - TRAINING-WORKSHOP ON RESEARCH MANAGEMENT CUM TARGETING AND FORECASTING OF PERFORMANCE INDICATORS

April 30, 2025









Email address: ncr@deped.gov.ph Website: depedncr.com.ph





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Enclosure 1: List of Participants

Governance Level	No. of Participants	Name/Position/Designation		
Central Office	3	PPS-PRDD Resource Persons		
Regional Office Personnel	8	Rodolfo A. Colocar, HRDD Marx Lenin Tiangco, RPSU Jennifer V. Belleza, SHNU Richard B. Catain, QAD Eunice F. Labon, SHNU Geraldine Alizer, RPSU Celine D. Rocafort, Legal Unit Erlie C. Broqueza, Finance Division		
Schools Division	16	Senior Education Program Specialist for Planning & Research (one per Division)		
Office	16	Division Planning Officer (one per Division)		
Regional Office Technical Working Group	7	Restituto I. Rodellas, OIC-Chief & EPS, PPRD Herbert D. Vertucio, EPS Vergel Jairus J. Emas, EPS II Marco B. Realista, PO III Nerissa Z. Lauan, PO III Joseph T. Indicio, Stat I Lovely L. Concan, Tech. Asst.		
	50	Total		









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Enclosure 2: Indicative Program of Activities

Date & Time		
Day 0, Tuesday May 13, 2025	Topic/Activity	Person/s-in-Charge
2:00 PM onwards	Arrival and Check In	RO TWG & ROP
Day 1, Wednesday -		
8:30 - 9:30 AM	Registration and Arrival of Participants	SDO
9:30 - 12:00 NN	Preparation of Research Advocacy	DPOs
AND STREET STREE	Activities and Data Management	SEPSs
	Activities	RRCs
12:00-1:00 PM	LUNCH	
1:00 - 1:30 PM	Opening Program	PPRD
1:30 - 2:30 NN	Session 1:	Restituto I.
	Understanding Data Gathering	Rodellas, EPS, OIC
2:30 - 3:30 PM	Workshop on Data Gathering	Chief, PPRD
3:30 - 4:30 PM	Identification of Key and Immediate	DPOs
	Challenges in Managing Research and	SEPSs
	Data Gathering	RRCs
4:30 - 5:00 PM	QAME	
Day 2, Thursday - M	Tay 15, 2025	
8:00 - 8:30 AM	MOL	DPO
8:30 - 9:30 AM	Presentation 1: Presentation of Identified	DPOs, SEPSs
And the second s	Gaps and Challenges	RRCs
9:30 - 10:30 AM	Session 2: Use of Quality Control	PPS-PRDD
9-84-504-60-0350 PRES-YOF BERTSTEIN GEST-MIGHT CO.	Checklist for Basic and Action Research	WEATHER PART WITH WITHOUT STREET
10:30 - 12:00 NN	Workshop on Quality Control Checklist	PPS-PRDD
	for Basic and Action Research	
12:00 - 1:00 PM	LUNCH	
1:00 - 2:30 PM	Session 3	PS-PRDD
	DO 7 s., 2023 - Components Research	
	and Innovation	
2:30 - 4:30 PM	Workshop on DO 7 s., 2023 -	PS-PRDD
STATE OF THE STATE	Components Research and Innovation	
4:30 - 5:00 PM	QAME	
Day 3, Friday - May	16, 2025	
8:10 – 8:30 AM	MOL	SEPS P&R
8:30 - 10:30 AM	Workshop 5:	
emploide three spaces. I consider the advanced in the operation of the spaces and the spaces and the spaces and the spaces are spaces.	Research and Data Management Process	
10:00 - 11:30 AM	Presentation 2:	DPOs
	Presentation of Research and Data	SEPSs
	Management Processes	RRCs
11:30 - 12:00 NN	Presentation of Research and Data	PPRD
	Online Tools	
12:00 - 1:00 PM	LUNCH	
1:00 - 2:00 PM	Research Management Updates	PPRD
2:00 - 3:30 PM	Next Steps, Ways Forward	RRCs
	Closing Program	







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