



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



30 April 2025

REGIONAL MEMORANDUM

No. 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 pre-register 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:

RESEARCH EDUCATION

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

April 30, 2025



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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 Erlic C. Broqueza, Finance Division
Schools Division Office	16	Senior Education Program Specialist for Planning & Research (one per Division)
	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	Topic/Activity	Person/s-in-Charge
<i>Day 0, Tuesday May 13, 2025</i>		
2:00 PM onwards	Arrival and Check In	RO TWG & ROP
<i>Day 1, Wednesday - May 14, 2025</i>		
8:30 – 9:30 AM	Registration and Arrival of Participants	SDO
9:30 – 12:00 NN	Preparation of Research Advocacy Activities and Data Management Activities	DPOs SEPSs RRCs
12:00-1:00 PM	LUNCH	
1:00 – 1:30 PM	Opening Program	PPRD
1:30 – 2:30 NN	Session 1: Understanding Data Gathering	Restituto I. Rodellas, EPS, OIC Chief, PPRD
2:30 – 3:30 PM	Workshop on Data Gathering	
3:30 – 4:30 PM	Identification of Key and Immediate Challenges in Managing Research and Data Gathering	DPOs SEPSs RRCs
4:30 – 5:00 PM	QAME	
<i>Day 2, Thursday - May 15, 2025</i>		
8:00 – 8:30 AM	MOL	DPO
8:30 – 9:30 AM	Presentation 1: Presentation of Identified Gaps and Challenges	DPOs, SEPSs RRCs
9:30 – 10:30 AM	Session 2: Use of Quality Control Checklist for Basic and Action Research	PPS-PRDD
10:30 – 12:00 NN	Workshop on Quality Control Checklist for Basic and Action Research	PPS-PRDD
12:00 – 1:00 PM	LUNCH	
1:00 – 2:30 PM	Session 3 DO 7 s., 2023 – Components Research and Innovation	PS-PRDD
2:30 – 4:30 PM	Workshop on DO 7 s., 2023 – Components Research and Innovation	PS-PRDD
4:30 – 5:00 PM	QAME	
<i>Day 3, Friday - May 16, 2025</i>		
8:10 – 8:30 AM	MOL	SEPS P&R
8:30 – 10:30 AM	Workshop 5: Research and Data Management Process	
10:00 – 11:30 AM	Presentation 2: Presentation of Research and Data Management Processes	DPOs SEPSs RRCs
11:30 – 12:00 NN	Presentation of Research and Data Online Tools	PPRD
12:00 – 1:00 PM	LUNCH	
1:00 – 2:00 PM	Research Management Updates	PPRD
2:00 – 3:30 PM	Next Steps, Ways Forward Closing Program	RRCs