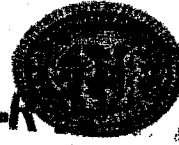




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

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DepEd, Division Office of Catanduanes  
RECORDS SECTION

March 28, 2017

APR 03 2017

Time: 9:30 A.M.

Initial/Signature: *flw*

DIVISION MEMORANDUM

No. 66 s. 2017

**Live-In Training-Workshop on Action Research Preparation for Selected  
Master Teachers and School Heads**

- TO: Chief, School Governance and Operation Division  
Chief, Curriculum Implementation Division  
All Public Schools District Supervisors  
Elementary and Secondary School Heads  
All concerned
- In support of the Department's policy development process, research agenda, policy and program development & implementation and to reinforce the link of research to education processes through research dissemination, utilization and advocacy, a Live-In Training-Workshop on Action Research Preparation for Selected Master Teachers and School Heads will be held on April 24-29, 2017 in two (2) batches respectively. Venue will be announced in separate memo or advisory.
  - The Training-Workshop aims to:
    - To capacitate the participants in the preparation of School-based Action Research.
    - To help the participants understand the steps in the preparation of action research.
    - To provide a venue for sharing, using and re-using knowledge in the preparation of an action research through district echo training.
    - To facilitate the submission of the prepared Action Research by each participant as an output of the training-workshop.
    - To select the best prepared Action Research. Selected research will be given an award.
  - Elementary participants to the Training-workshop will come from small, medium and large schools which will be selected by the concerned PSDS, preferably those who have not attended the same training. PSDS should submit the list of participants on Monday, April 10, 2017 at SGOD-Planning & Research Unit c/o Ms. Raquel L. Pahuyo.
    - 60 Elementary school Heads
    - 40 Master Teachers (2 MTs per district)
    - 42 Secondary School Heads
    - 50 Secondary Master Teachers
  - A registration fee of Eight Hundred pesos (800.00) will be collected upon registration to cover meals, snacks and accommodation, etc. Expenses for the support staff, facilitators and speakers will be charge to Division Funds. Transportation, Registration fee and other miscellaneous expenses of school participants will be charged from school MOOE/Local funds. All expenses will be subjected to the usual accounting and auditing rules and regulations.
  - Schedule of batches are the following:
    - Batch 1: April 24 to 26, 2017, all elementary participants
    - Batch 2: April 27 to 29, 2017, all secondary participants

6. Participants will bring the following:

- Laptop
- Extension wire
- School Improvement Plan
- School Report Card
- Broad band/Wi-Fi

7. Immediate dissemination of and compliance to this Memorandum is hereby directed.

  
SOCORRO V. DE LA ROSA, CESO VI  
Schools Division Superintendent

Reference:

DepEd Order No. 16, series 2017

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

RESEARCH

ACTION RESEARCH