



Republic of the Philippines
Department of Education
CARAGA REGION



March 5, 2021

REGIONAL MEMORANDUM
No. 132, s. 2021

To: Schools Division Superintendents
This Region

1ST REGIONAL VIRTUAL RESEARCH CONGRESS

1. The Regional Office through the Office of the Policy, Planning and Research Division (PPRD) will conduct Virtual Research Congress on March 31, 2021 with a theme ***“Revitalizing Educational Research amid Pandemic”***.
2. The activity aims :
 - a. to disseminate research findings;
 - b. to gather new inputs and ideas; and
 - c. to develop positive attitude toward research.
3. Presenter and the Research Coordinator shall report to the Regional Office on March 30, 2021 for the rehearsal and March 31, 2021 for the actual conduct of the activity.
4. Each Schools Division Office (SDO) shall identify one (1) research presenter only. The presenter shall be in a modern Filipiana inspired dress.
5. The maximum time of the presentation is 15 minutes only including the introduction of the presenter and the question and answer portion with the presenter.
6. The presenter shall be introduced by the Schools Division Superintendent and the Research Coordinator. The Q and A shall be done by the ASDS and SGOD Chiefs.
7. The guidelines of the activity, committee members and the outline of the activity are on the attached enclosures for easy reference.
8. 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.
9. 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.**



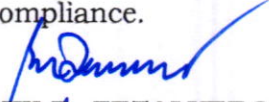

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10. Travel and other related expenses of the participants from the schools divisions shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

11. For information, guidance and compliance.


EVELYN R. FETALVERO, PhD., CESO IV
Regional Director 

Encls.: 1. Outline of the Activity. 2. Committee of the Activity 3. Guidelines of the Presentation

Reference: DO 16. S. 2017

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

RESEARCH

RESEARCH CONGRESS

PPR/clg
03/05/2021

(Enclosure No. 1 to REGIONAL MEMORANDUM No. ~~12~~ s. 2021)

OUTLINE OF THE SHOW

Part I.

- Presentation of the Journey of Research-milestone of DepeEd Caraga -AVP
- Anchor – to present the host
- Host Entrance
- Opening Program

(Live message of RD and ARD)

Part II. Presentation Proper

Presenter 1 - Regional Office

Presenter 2 - Butuan City Division

Presenter 3 - Surigao del Sur Division

Presenter 4 - Tandag City

Presenter 5 – Surigao del Norte Division

Presenter 6 - Siargao Division

Presenter 7 - Surigao City Division

Presenter 8 - Dinagat Island Division

Presenter 9 – Cabadbaran City Division

Presenter 10 - Agusan del Sur

Presenter 11 - Bayugan City Division

Presenter 12 -Agusan del Norte Division

Presenter 13 – Bislig City Division

Closing Song

Closing Prayer

(Enclosure No. 2 to REGIONAL MEMORANDUM No. 02 s. 2021)

LIST OF COMMITTEE AND TERM OF REFERENCE

a. Committee on Registration

Chairperson – Ms Elsie M. Mongado
Members – Ms. Judith Gatab

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.
- Monitor the flow of program/activities.

c. Committee on Certificates/Attendance

Chairperson - Mr. Dandee Monton
Members - Ms. Judith Gatab

Responsibilities:

- Collaborates with the registration committee for the copy of attendance.
- Prepares Certificate of Recognition for the presenters
-

d. Committee to Review the Presentation

Chairperson - Ms. Caroline L. Guerta
Member - All SEPS

Responsibilities:

- Ensures the submitted researches conform to the format.
- See to it the contents are correct.

e. Director of the Show - Mr. Pedro Tecson

Responsibilities:

- Direct the entire show/activity
- Manage the flow of the show

f. Script Writer : Loinda S. Guerta - SEPS Butuan City
Fritzy Gay Lusica -SEPS Surigao City

Responsibilities:

- Coordinate with the director and floor manager on the content of the script
- Coordinate with the in-charge in making the AVP of the presentation for the research journey of DepEd Caraga

g. ICT

Chairman : Marcelino Ajon
Members : Nerison Petigo
Winston Eben

h. Documentation - **Public Affairs Unit**

i. HOST : Ms. Lyza M. Guinguing
Ms. Loinda S. Guerta

Responsibilities:

- Lead the show
- Ensure audience interest will be sustained

j. Floor Manager : Caroline Guerta

Responsibilities:

- Make sure that all parts of the program are ready before the presentation
- Ensure that there will be no dull moments during the show