



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046(SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



**DIVISION MEMORANDUM**


No. 019, s. 2019

**TO:** OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Secondary School Principals  
Officers-In-Charge  
Public Schools Only



**WORKSHOP/WRITESHOP ON MERGING CONTINUOUS IMPROVEMENT  
WITH THE DIVISION RESEARCH DEVELOPMENT**

1. The field is hereby informed that the Schools Division Office will conduct a **Writeshop on Merging Continuous Improvement with the Division Research Development for Selected Master Teachers on January 23-24, 2019** from 8:00 A.M. to 5:00 P.M at SDO AVR 2.
2. This activity aims to improve teaching and learning practices and school governance towards a better and efficient management to come up with innovation through Continuous Improvement using Research Methodology.
3. Participants are two (2) Elementary Master Teachers, two (2) Secondary Master Teachers, five (5) Education Program Supervisors, two (2) Public Schools District Supervisors and two (2) Education Program Specialists from CID and (5) SGOD.
4. To further guide the participants in the writeshop, please see attached enclosures
  - Enclosure No.1 Program matrix
  - Enclosure No.2 Technical Working Group
5. Attendance to this activity is a must.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**JOEL T. TORRECAMPO**  
Officer-in-Charge  
Schools Division Superintendent

**SCHOOLS DIVISION OFFICE-MARIKINA CITY**

**SEMINAR ON MERGING CONTINUOUS IMPROVEMENT WITH THE DIVISION  
RESEARCH METHODOLOGY**

**January 23-24, 2019**

**PROGRAM MATRIX**

**Venue: SDO AVR 2**  
Day 1 January 23, 2019

| <b>TIME</b>  | <b>PROGRAM ACTIVITIES</b> | <b>PERSONS INVOLVED</b>   |
|--------------|---------------------------|---|
| 8:00-8:30    | <b>REGISTRATION</b>       | Ms. Veonica Cena, EPS II  |
| 8:30-9:00    | <b>PRELIMINARIES</b>      | Mr. Sunny Cortez- EPS II  |
|              | <b>WELCOME REMARKS</b>    | <b>Dr. Elizalde Q. Cena</b><br>Chief Education Supervisor<br>SGOD |
|              | <b>MESSAGES</b>           | <b>Dr. Elisa O. Cerveza-</b> OIC- ASDS                            |
| 9:30 – 10:00 | Research Guidelines       | Ms. Maria Chona M. Sarmiento<br>SEPS- Planning and Research       |
| 10:00- 10:15 | <b>Breaktime</b>          |   |
| 10:15-12:00  | Research Agenda           | Ms. Maria Chona M. Sarmiento<br>SEPS- Planning and Research       |
| 12:00- 1:00  | <b>Lunch Break</b>        |   |
| 1:00-3:00    | BERF Orientation          | Ms. Maria Chona M. Sarmiento<br>SEPS- Planning and Research       |
| 3:00 -5:00   | Steps in CI               | Dr. Noemi A. Velario-SEPS HRD                                     |

Day 2 January 24, 2019

| <b>TIME</b>     | <b>PROGRAM ACTIVITIES</b>                                      | <b>PERSONS INVOLVED</b>                                      |
|-----------------|--|--|
| 8:00-8:30       | <b>REGISTRATION</b>  | Ms. Veonica Cena, EPS II                                     |
| 8:30-9:00       | <b>PRELIMINARIES</b>   | Ms. Maria Chona M. sarmiento                                 |
| 9:30 – 10:00    | What is Action Research?<br>Difference of AR to Basic Research | Dr. Elisa O. Cerveza-OIC,<br>ASDS/CID Chief                  |
| 10:00- 10:15    | <b>Breaktime</b>   |  |
| 10:15-12:00     | Writing of Action Research Proposal                            | Dr. Elisa O. Cerveza-OIC,<br>ASDS/CID Chief                  |
| 12:00- 1:00     | <b>Lunch Break</b>   |  |
| 1:00-3:00       | Writeshop of Merging/CI And research                           | Dr. Elisa O. Cerveza-OIC,<br>ASDS/CID Chief                  |
| 3:00 -4:30      | Gallery Walk   | Dr. Elisa O. Cerveza-OIC,<br>ASDS/CID Chief<br>EPSs<br>PSDSs |
| Closing Remarks | -  | Dr. Elizalde Q. Cena- SGOD Chief                             |
| Output          | -  | Action Research Proposal                                     |

Enclosure No. 2

**EXECUTIVE COMMITTEE**

**Dr. Joel T. Torrecampo-** OIC, Schools Division Superintendent  
**Dr. Elisa O. Cerveza-** OIC, ASDS/Chief Education Supervisor, CID  
**Dr. Elizalde Q. Cena-** Chief Education Supervisor, SGOD

**WORKING COMMITTEE**

Focal Persons: Maria Chona M. Sarmiento- SEPS Planning and Research  
Dr. Noemi A. Velario- SEPS HRDD

| <b>Committee</b>             | <b>Persons-in-Charge</b>              |
|------------------------------|---------------------------------------|
| Program & Invitation         | Ms. Doris R. Jasme- Planning Officer  |
| Sounds and Technical Support | Mr. Ryan Lee Regencia and ICT staff   |
| Certificates                 | Ms. Sarah Palle                       |
| Registration Committee       | Ms. Veronica Cena                     |
| Finance Committee            | Ms. Richie Ignacio and Ms. Ivy Ruallo |
| Documentation & Evaluation   | Mr. Marvin Ian Cruz- EPS 2            |