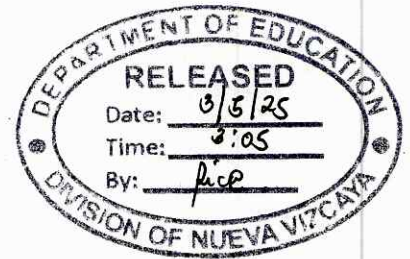




Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya



March 05, 2025

DIVISION MEMORANDUM

No. **128**, s. 2025

CALL FOR THE SUBMISSION OF MEMBERSHIP APPLICATION FOR DIVISION RESEARCH TECHNICAL WORKING GROUP (DRTWG)

To: Assistant Schools Division Superintendent
 Chief - School Governance and Operations Division
 Chief - Curriculum Implementation Division
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 All others concerned

1. In support to the implementation of **DepEd Order Number 16, s. 2017** known as **Research Management Guidelines**, the Schools Division Research Committee (SDRC) announces the **call for submission of membership application for Division Research Technical Working Group (DRTWG)**.

2. This activity aims to organize pool of researchers in the Schools Division of Nueva Vizcaya to assist in the implementation of the Research Management activities.

3. Applicants for the membership of DRTWG should meet the following qualifications:

Qualifications	Minimum Requirements
Experience	1. 5 Years Teaching Experience (Preferably teaching research-related subjects) 2. with plantilla position of Teacher III (at least)
Education	1. Finished the academic requirements in Master's Degree
Competency/Skills	1. Knowledgeable of the Research Management Guidelines 2. Proficient in qualitative and quantitative data analysis 3. Proficient in facilitating any research topics

4. Applicants are advised to submit the following documents to the **SGOD-Planning and Research Sections** on or before **March 24, 2025**:

- a. DRTWG Profile (See Annex A);
- b. Recommendation letter (See Annex B);
- c. Service Records; and,
- d. Photocopy of Certificate of Trainings related to Research (in the last 3 years).

5. List of qualified DRTWG members will be issued through a memorandum.

6. Wide dissemination of this memorandum is desired.

ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent



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Email Address: nuevavizcaya@deped.gov.ph
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Annex A

DIVISION RESEARCH TECHNICAL WORKING GROUP (DRTWG) MEMBER PROFILE

Part I. Personal Information			
Name:			
Residence Address:			Passport Size ID
Business Address:			
Landline No.:			
Mobile No.:			
Email Add.:			
Age:			
Gender:			
Nationality/Citizenship:			
Part II. Track Record			
Major Competency Areas	Specialization	Sub-Specialization	
Relevant Research Seminars/Training Programs Conducted/Facilitated in the last 3 years			
Date	Title of the Program	Role	Participants
Relevant Research Seminars/Training Programs Attended/Participated in the last 3 years			
Date	Title of the Program	Role	Participants
Major Achievements, Citations, Recognition and Awards			
Date	Title	Awarding Body	



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Part III. Education and Employment

Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
Undergraduate				
Post-Graduate				
Work Experience: Five (5) most recent	Position	Agency/Company		Inclusive Dates

Part IV. Other Relevant Information (Use separate sheet for additional information.)

Profession /s	(Eligibility)	License No.	Issued on:	Valid until :	
Other Major Affiliations (Professional, Civic, etc.)		National/Chapter		Position:	Date



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I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize Schools Division Research Committee and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the SDRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

License ID (Screenshot)

Signature Over Printed Name
Date



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Annex B

05 March 2025

ORLANDO E. MANUEL PhD, CESO V

Schools Division Superintendent

Adviser, Schools Division Research Committee (SDRC)

Attention: **ADONIS C. CEPEREZ EdD, CESE**
Assistant Schools Division Superintendent
Chairman, Schools Division Research Committee

Sir:

Greetings in the parlance of quality public service.

This is to respectfully recommend (Name of DRTWG) _____ to become a member of the Division Research Technical Working Group (DRTWG) who will assist the Schools Division Research Committee (SDRC) in the implementation of the Research Management activities.

Mr/Ms. _____ is equipped with the necessary skills and competencies required to become a member of DRTWG. Further, he/she has the facilitating skills that can provide technical assistance to research enthusiasts of the Schools Division of Nueva Vizcaya.

You may refer to his/her attached resume/profile.

Thank you.

Respectfully yours,

Signature Overprinted Name (School Head/PSDS/DIC)



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