**DIVISION RESEARCH TECHNICAL WORKING GROUP (DRTWG) MEMBER PROFILE**

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| **Part I. Personal Information** | | | | | | | | | | |
| Name: | | | | | | | | | | |
| Residence Address: | | | | | | | Passport Size ID | | | |
| Business Address: | | | | | | |
| Landline No.:  Mobile No.:  Email Add.: | | | | | | |
| Age: | | | | | | |
| Gender: | | | | | | |
| Nationality/Citizenship: | | | | | | | | | | |
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| **Part II. Track Record** | | | | | | | | | | |
| Major Competency Areas | | Specialization | | | Sub-Specialization | | | | | |
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| Relevant Research Seminars/Training Programs **Conducted/Facilitated**  in the last 3 years | | | | | | | | | | |
| Date | Title of the Program | | | | | Role | | | Participants | |
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| Relevant Research Seminars/Training Programs **Attended/Participated**  in the last 3 years | | | | | | | | | | |
| Date | Title of the Program | | | | | Role | | | Participants | |
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| **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 |
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| **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.  Signature Over Printed Name  Date | | | | License ID (Screenshot) | | | | | |

**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)