



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

To : Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID & SGOD)
Public Schools District Supervisors / District In – Charge
Members, Division Research Technical Working Group
All Others Concerned

From : **ORLANDO E. MANUEL PhD, CESO V**
Schools Division Superintendent



Date : OCTOBER 1, 2025

Subject: **STAFF ORIENTATION WORKSHOP (SOW) FOR THE CONDUCT OF THE 5th REGIONAL PLANNING CONFERENCE**

1. In line with the Regional Memorandum No. 445, s. 2025 dated September 26, 2025 entitled “**FIFTH REGIONAL PLANNING CONFERENCE (5th RPC)**”, this office through the Schools Division Research Committee (SDRC) informs the Division Research Technical Working Group Members of the conduct of Staff Orientation Workshop (SOW) on **October 3, 2025 (Friday)**, from **8:00AM to 5:00PM** at the **SDO Conference Hall, Bayombong, Nueva Vizcaya**.
2. The objectives of the said activity are:
 - a. to prepare logistics requirements for the conduct of 5th RPC;
 - b. to prepare the slide decks and AVP; and,
 - c. to assign the complete-staff-work (CSW).
3. Refer to *Enclosure 1* for the list of participants for conduct of the Staff Orientation Workshop.
4. Members of the DRTWG who are teachers are directed to prepare their Instructional Plan (IP) duly approved by their school head to minimize disruption of classes.
5. The DRTWG members are requested to bring their laptop for the workshop.
6. For information, guidance and compliance.

Inclosure: As stated
Reference: D.O No 16, s. 2017
To be indicated in the perpetual index under the following subjects:
Research Management Guidelines



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

Enclosure 1 of UNNUMBERED MEMORANDUM Dated OCTOBER 1, 2025

DIVISION RESEARCH TECHNICAL WORKING GROUP (DRTWG) MEMBERS

Name	School/Office	Position/Designation
1. Rommel S. de Gracia	SDO – SGOD PAR	SEPS, DRTWG Member
2. Leonard Francis T. Jasmin PhD	Kakiduguen/Antutot ES	PI, DRTWG Member
3. Jayson D. Velasco DIT	Dupax del Sur NHS	HT III, DRTWG Member
4. Mark Anthony I. Gano PhD	Casecnan NHS	HT I, DRTWG Member
5. Dolores A. Santos	Bonfal NHS	TIII, DRTWG Member
6. Aruel Flores Delim Jr	Santa Fe NHS	TIII, DRTWG Member
7. Kevin P. Aquino	Bugkalot NHS	TIII, DRTWG Member
8. Rodney Giverson V. Garcia	Uddiawan NHS	TIII, DRTWG Member
9. Edison A. Lopez	Bonfal NHS	TIII, DRTWG Member
10. Mylene O. Castro PhD	Dupax del Norte NHS	MTII, DRTWG Member
11. Francis Di-At	NVGCHS	TIII, DRTWG Member
12. Deo P. Urbano PhD	Murong NHS	TIII, DRTWG Member
13. Den Mark Lorenzo	Solano HS	Teacher III, DRTWG
14. Clydinne A. Ballon	SDO-SGOD PAR	Secretariat

7