





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
05-2026-315 

Date : 19 May 2026



Subject: **STAFF ORIENTATION WORKSHOP FOR THE CONDUCT OF 11th DIVISION BASIC EDUCATION RESEARCH CONFERENCE**

1. In support to the implementation of **DepEd Order Number 16, s. 2017** known as **Research Management Guidelines**, the Schools Division Research Committee (SDRC) informs the **Division Research Technical Working Group Members** to attend the Staff Orientation Workshop on May 22, 2026 (Friday) at the SDO-Conference Hall, Bayombong, Nueva Vizcaya.
2. The objectives of the said activity are:
 - a. prepare logistics of the 11th Division Basic Education Research Conference;
 - b. assign the Complete-Staff-Work); and,
 - c. review the AIMRADC of the completed research for the conference.
3. Refer to *Enclosure 1* for the list of participants for said activity.
4. Travel expenses of the participants will be charged against school MOOE/local funds, while meals and snacks will be charged to the PSEF – Planning and Research.
6. The DRTWG members are requested to bring their laptop for the activity.
7. 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



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Enclosure 1 of UNNUMBERED MEMORANDUM Dated May 19, 2026

DIVISION RESEARCH TECHNICAL WORKING GROUP (DRTWG) MEMBERS

Name	School/Office	Position/Designation
1. Rommel S. de Gracia	SDO – SGOD PAR	SEPS, DRTWG Member
2. Jayson D. Velasco DIT	Dupax del Sur NHS	HT III, DRTWG Member
3. Mark Anthony I. Gano PhD	Pinayag NHS	HT III, DRTWG Member
4. David Dela Cueva	Nangalisan ES	MT I, DRTWG Member
5. Aruel F. Delim Jr	Santa Fe NHS	TIII, DRTWG Member
6. Kevin P. Aquino	Bugkalot NHS	TIII, DRTWG Member
7. Edison A. Lopez	Bonfal NHS	TIII, DRTWG Member
8. Howard Francois Doles II	SDO-ICT	Technical Support
9. Clydinne A. Ballon	SDO-SGOD-PAR	Technical Support

DRTWG	TASKS
1. Jayson D. Velasco	1. Prepare the criteria for judging completed, basic, poster and flyers (Refer to the Memo). 2. Print the judging criteria ready for used by the evaluators (3 copies each).
2. Edison Lopez	1. Finalize the program matrix and arrangement of presenters (using last year's program). 2. Assign the TWG and external panelist in the matrix program
3. David Dela Cueva/ Howard Francois Doles II	1. Design the tarpaulin for the 11 th DBERC 2. Prepare the teaser of the 11 th DBERC and the AVPs story of the Educreate 4.0 and 5.0 including the 4 th RPC
4. Mark Anthony I. Gano	1. Prepare and print the certificates of: a. participation b. completion of educreate 4.0 c. appreciation for the external panelists d. appreciation for the DRTWG e. best presenters (poster, completer, proposal, flyers)
5. Kevin P. Aquino and Aruel D. Flores	1. Design the slide decks for presentation both completion and proposal (inducing mechanics on what to place in the slide decks)
6. Clydinne Ballon	1. Prepare and print attendance sheet (for PRC and usual attendance sheet) including the certificate of appearance. 2. Check and update status of assigned tasks to the co-TWG members.