



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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August 07, 2017

DIVISION MEMORANDUM

No. 135, s. 2017

To: Division Chiefs
Education Program Supervisors
District Supervisors
Elementary and Secondary School Heads
All Others Concerned

**DIVISION TRAINING-WORKSHOP ON CLASSROOM-BASED
ACTION RESEARCHES (CBAR)**

1. This is to announce the conduct of the Division Training-Workshop on Classroom-Based Action Researches (CBAR) on August 24-26, 2017, at Galilee Mansion and Garden Resort, Brgy. San Pedro, Bustos, Bulacan.
2. This activity aims to:
 - a. Orient the participants on the new Research Management Guidelines;
 - b. Assist participants in understanding action research and its significance in the teaching and learning process;
 - c. Discuss with the participants the processes on conducting Classroom-Based Action Researches (CBAR) as a tool in improving curriculum and instruction; and
 - d. Update participants on the improved grants processes of the BERF.
3. Each school shall send two (2) participants (1 School Research Coordinator and 1 Teacher-Researcher) except the following schools with only one slot (participant): San Roque ES, SJDM Heights ES, SJDM Heights HS, Heroesville ES, CSJDMN Science, San Manuel ES, San Manuel HS, Ricafort ES and Guijo ES.
4. Please see Inclosure no. 1 for the Training Matrix.
5. Each participant shall bring his/her own laptop, pocket wifi and extension socket.
6. Meals, snacks, accommodation, honoraria of resource speaker and other related expenses shall be charged against the Division HRTD fund while the travelling expenses of the participants shall be charged against the school fund subject to usual accounting and auditing rules and regulations.
7. Necessary arrangement shall be made by school head and the participant to avoid disruption of classes handled by the latter.
8. Participation of all concerned is earnestly enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

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TRAINING MATRIX

Day 1 (Aug. 24)	Activity/ Topic	In-Charge/Lecturer
7:00 – 8:00 am.	Breakfast	
7:30 – 8:30 am.	Arrival of Participants	
8:30 – 9:00 am.	Registration of Participants	Urcesio A. Sepe
9:10 – 9:30 am.	Opening Program	Ma. Felisa C. Camino
9:30 – 10:00 am.	Research Management Guidelines & Basic Education Research Fund (BERF)	Renato L. Ignacio
10:00 – 12:00 nn.	Classroom Action Research: Tool in Improving Curriculum and Instruction	Prof. Inero V. Ancho
12:00 – 1:00 pm.	LUNCH BREAK	
1:00 – 3:15 pm.	Cont., Classroom Action Research: Tool in Improving Curriculum and Instruction	Prof. Inero V. Ancho
3:15 – 3:30 pm.	Health Break	
3:30 – 5:15 pm.	Research Ethics	Prof. Inero V. Ancho
6:00 – 7:00 pm.	Dinner	
Day 2 (Aug. 25)		
6:00 – 7:00 am.	Breakfast	
8:00 – 8:30 am.	Management of Learning	Districts 1-4
8:30 – 10:00 am.	Classroom-Based Action Research Process	Ma. Corazon P. Loja
10:00 – 10:15 am.	Health Break	
10:15 – 12:00 nn.	Conceptualization with Wokshop	Emmanuel V. De Mesa
12:00 – 1:00 pm.	LUNCH BREAK	
1:00 – 3:00 pm.	Review of Related Literature with Workshop	Cynthia V. Berdos
3:00 – 3:15 pm.	Health Break	
3:15 – 5:15 pm.	Formulating Research Questions and Research Design with Workshop	Ruby M. Cagadas, Ph.D.
6:00 – 7:00 pm.	Dinner	
Day 3 (Aug. 26)		
6:00 – 7:00 am.	Breakfast	
8:00 – 8:30 am.	Management of Learning	Districts 5-7
8:30 – 10:00 am.	Determining Statistical Tools	Ma. Corazon P. Loja
10:00 – 10:15 am.	Health Break	
10:15 – 12:00 nn.	Data Gathering, Analysis and Interpretation	Rolando T. Sotelo, DEM
12:00 – 1:00 pm.	LUNCH	
1:00 – 3:00 pm.	Presentation of Research Proposals	Leny delos Reyes
3:00 – 3:15 pm.	Health Break	
3:15 – 3:30 pm.	Research Calendar	Renato L. Ignacio
3:30 – 4:00 pm.	Ways Forward/ Closing Program	Districts 8-10