



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



February 3, 2025

**DIVISION MEMORANDUM**

No. 57 s. 2025

**CONDUCT OF DIVISION UPSKILLING ON THE PREPARATION AND CONDUCT OF CULTURE-BASED RESEARCHES**

**TO:** Public Schools District Supervisors  
Elementary and Secondary School Heads  
Identified Teachers

1. The Schools Division of Tabuk City, through the Indigenous Peoples Education Program, announces the conduct of the Division Upskilling on the Preparation and Conduct of Culture-based Researches. This activity will take place at the Las Vegas Hotel on February 5-7, 2025.
2. The objectives of this upskilling activity are the following:
  - a. To capacitate school heads and teachers in developing culture-based researches which are compliant to regional updates;
  - b. To enhance cultural understanding and identity among the participants.
  - c. To promote the culture of research in the division.
3. The list of participants in this training and the training matrix can be seen in enclosures 1 and 2 respectively.
4. The teacher participants are expected to prepare learning activity sheets for their learners while they are attending the three-day activity. They are also required to bring with them their laptops and extension cords.
5. All expenses incurred on the meals, snacks and training kits of the participants and training team, and the honorarium of the resource speakers will be charged to the 2024 Additional IPED Program Support Fund while the transportation of the participants will be charged to the school MOOE subject to existing accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum is desired.

  
**BENEDICTA B. GAMATERO, PhD, CESO V**  
Schools Division Superintendent



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DepEd Tayo Tabuk City



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Enclosure 1

**DIVISION UPSKILLING ON THE PREPARATION AND CONDUCT OF  
CULTURE-BASED RESEARCH  
LIST OF PARTICIPANTS**

ETD 1	STD 1
Robert Balneg	Shiela Esteban
Junny Decena	Johnrick Pacas
Rogenia Rivera	Evangeline Abuli
Shara Jane Gayudan	Charlene Silao
Rowena Chalutag	Marilyn Pecua
ETD 2	STD 2
Rowena Alunday	Lewis Johnson Balunggay
Liezl Contis	Sylvia Gollingoy
Jenny Abaggoy	Leah Ann Bangibang
Laura Magannon	Jodylyn Dangatag
Harrison V. Sangao	Trifona Alatan
ETD 3	STD 3
Jocelyn Guyao	Lilibeth Cosidon
Ma. Deborah Aplod	Mary Jane Gumabol
Eva Bumangit	Marites Suyam
Ricky Simangan	Leah Dawagan
Gay Rose Canao	Sweden Liwoc
NTD 1	WTD 1
Dominic Payyac	Cresilda Donggayao
Carmen Domingo	Cherilyn Alison
Xandrecks Kinao	Rey Balawag
Dorothy Pacia	Sheena May Delgado
Raymunda Bayubay	Susan C. Baglinit
NTD 2	WTD 2
Joy A. Taynan	Charlie Marallag
Ellaine Jane Capinpin	Rudy Paul Taguibao
Skhylyn B. Nidoy	Hener Abad
Sharon Wandagan	Andrew Banatao
Jernie Ann Annogui	Jobella Kongi Agpad



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# Upskilling on the Preparation and Conduct of Culture-based Research

Feb. 5-7, 2025

Las Vegas Hotel and Restaurant

Time	Activity (Day 1)	Person In Charge
8:00-9:00	Registration/ Attendance	Training Management Team
	National Anthem	AVP
	Prayer	AVP
	Attendance Check/ Roll Call	Ma. Medea C. Vallejo
	Welcome Remarks	JAN NOWEL PENA
		OIC-Asst. Schools Division Superintendent
	Inspirational Message	BENEDICTA B. GAMATERO PhD, CESO V
		Schools Division Superintendent
	Statement of Purpose	Ramonchito A. Soriano, CES, CID
Overview of the Activity Introduction of the Guest Speaker/ Subject Matter Expert	Emily B. Langkit, IPEd Focal/ Public Schools District Supervisor	
<b>Activity Proper</b>		
9:00-10:00	Conducting Culture-based Research in the Context of Basic Education: Its Importance and Relevance	Prof. Jessie Grace M. Sannadan Kalinga State University
	Trends and Guiding Principles in conducting culture-based research Workshop-	
10:00-10:15	HEALTH BREAK	
10:16-11:00	Identifying research gaps	
	Crafting Research Questions *Hypothesis Workshop-	
11:00-12:00	Finding references and preparing the Literature Review	
	Developing the Theoretical/ Conceptual Framework Workshop-	
12:00-1:00	LUNCH BREAK      LUNCH BREAK      LUNCH BREAK      LUNCH BREAK	
1:00-2:00	Research designs used in culture-based research	Prof. Jessie Grace M. Sannadan Kalinga State University
2:00-3:00	Methods and Tools used in Gathering and Analyzing data in culture-based research	
3:00- 3-15	HEALTH BREAK	
3:16- 4:00	Workshop	
4:00-5:00	Research Presentation of Culture-based Research Conducted	
<b>Time</b>	<b>Activity (Day 2)</b>	<b>Person In Charge</b>

8:00-8:30	Logging in/ Attendance Check	Training Management Team
	MOL	AVP
	Introduction of Resource Speaker/ Subject Matter Expert	
8:31-12:00	Do's and Don'ts in Conducting Culture-based Research and IKSP Documentation: Overcoming Ethical Challenges	Ms. Anneleis Marie Mabazza DMO IV/ Provincial Director National Commission on Indigenous Peoples-Kalinga
	Free Prior and Informed Consent	
12:00-1:00	LUNCH BREAK	LUNCH BREAK LUNCH BREAK LUNCH BREAK
1:00-4:00	Basis in Conducting research in the DepEd Context	Deewaii B. Bagayao, Senior Education Program Specialist- Planning and Research
	DepEd Principles in Conducting Research	
	Basic and Action Research	
	SDO Tabuk City and Regional Research Agenda	
4:00-5:00		
Time	Activity (Day 3)	Person In Charge
8:00-8:30	Logging in/ Attendance Check	
	MOL	
8:30-10:00	Updates/Templates/Parts and Format Writing the Introduction/ Context and Rationale	Deewaii B. Bagayao, Senior Education Program Specialist- Planning and Research
10:00-11:00	Scope and Limitation Workshop	
11:00-12:00	Intervention, Innovation, and Strategies Sampling/Participants and Other Sources of Data and/or Information Workshop	
12:00-1:00	LUNCH BREAK	LUNCH BREAK LUNCH BREAK LUNCH BREAK
1:00-2:00	Preparing the Cost Estimates Preparing the Timeline/ Gantt Chart Citation/ Preparing the list of References in APA Style- 7 <sup>th</sup> Edition Workshop	Deewaii B. Bagayao
2:00-3:00	Presentation of Research	Through AVP
3:00-5:00	Quality Assurance Monitoring and Evaluation	Kenneth S. Atiwag, SEPS
	Announcements Setting of Agreements Ways forward	to be facilitated by Ma'am Emily B. Langkit
	Message of Challenge	RAMONCHITO A. SORIANO, CES-CID
	Response and Commitment	Participant
	Closing Prayer	