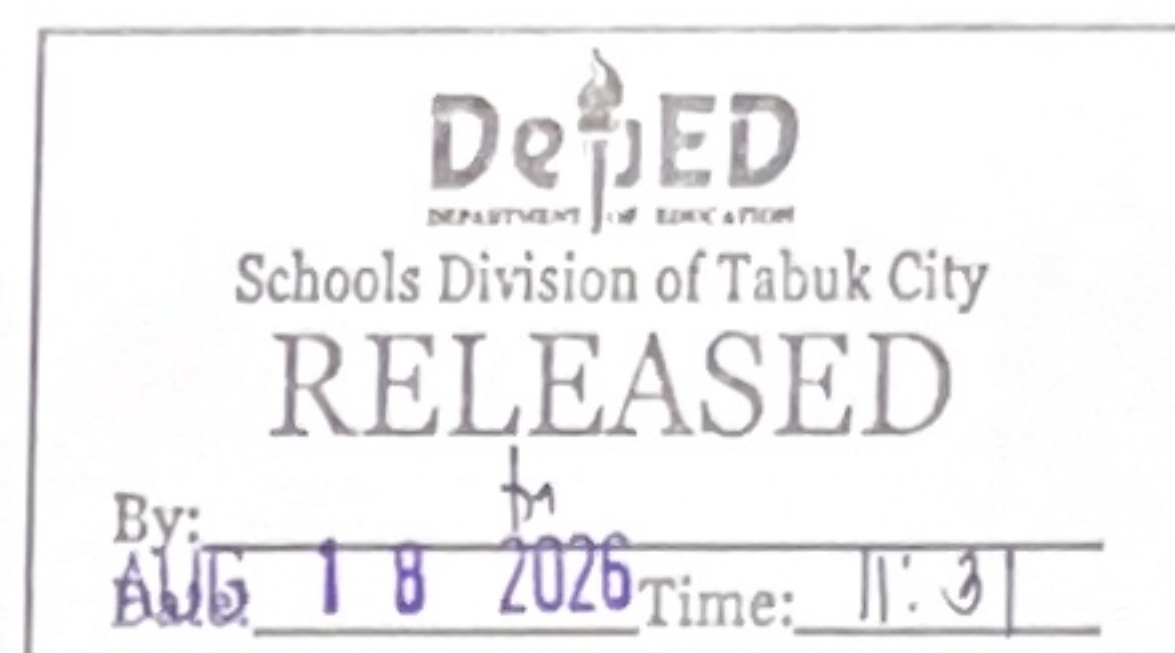




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



August 17, 2026

DIVISION MEMORANDUM

No. **371** s. 2026

**CONDUCT OF THE RESEARCH CAPABILITY ENHANCEMENT
FOR NEW TEACHERS**

TO: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Schools District Supervisors
School Heads
Members of the SDRC and Division Research TWG
All Identified Participants
All Others Concerned

1. The Schools Division Office of Tabuk City, through the School Governance and Operations Division- Planning and Research Section, shall conduct the Research Capability Enhancement for New Teachers on August 21-23, 2026 at Kagitingan Hall, Schools Division Office of Tabuk City.
2. The activity aims to strengthen the research competencies of new teachers by providing them with theoretical and practical knowledge in educational research. Specifically, it seeks to enable participants to formulate researchable problems, develop appropriate research designs and methodologies, and prepare research proposals aligned with DepEd and regional research priorities.
3. In this connection, the following members of the Schools Division Research Committee (SDRC) and Division Research TWG and the identified teacher participants listed in Enclosure No. 1 are directed to attend and actively participate in all sessions and workshop activities. Participants shall bring a laptop, extension cord, and available school or classroom data that may be used in developing their research proposals.
4. The participants shall be entitled to corresponding Compensatory Overtime Credits for the non-teaching personnel and Service Credits for the teachers pursuant to DepEd Order No. 53, s. 2003 and CSC DBM Joint Circular No. 2 s. 2004, subject to attendance validation in accordance with existing DepEd rules and regulations.
5. Meals, snacks, training supplies, and other expenses necessary for the conduct of the activity shall be charged against Human Resource Training and



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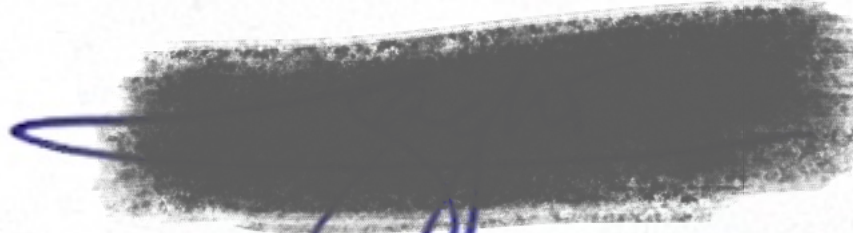
Development (HRTD) funds, subject to the usual accounting and auditing rules and regulations.

6. School heads are requested to make the necessary arrangements to ensure the attendance of the identified participants without disrupting the delivery of essential school services. Participants shall register before the start of the first session and shall observe punctuality throughout the three-day activity.

7. For queries and clarifications, please contact Deewaii B. Bagayao, Senior Education Program Specialist and Division Research Coordinator, through email at deewaii.bagayao@deped.gov.ph or through phone number 09399029204.

8. Resource Speakers and members of the Training Management Team shall attend a Planning Meeting on Tuesday, August 18, 2026, at 1:00 PM at the Kagitingan Hall, Schools Division Office of Tabuk City to finalize the arrangements and other requirements for the activity.

9. Immediate dissemination of this Memorandum for the information of all concerned is directed.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent ✓
OIC-Schools Division Superintendent



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Schools Division of Tabuk City

Enclosure No. 1 to Division Memorandum No. **371**, s. 2026

LIST OF PARTICIPANTS
Research Capability Enhancement for New Teachers
August 21-23, 2026 | Kagitingan Hall, SDO Tabuk City

No.	Name	School
1	CLARIS C. BELGICA	Cudal NHS
2	RIZZA MAE U. GAZZINGAN	Tabuk City NHS
3	HARLYN B. ESTACIO	Gawidan ES
4	MICHAEL MILLER PICAT	Calaccad ES
5	NATY D. LADYONG	Dupag ES
6	MICHAEL A. NAAGAS	Laya IS
7	GINA M. SACGOD	Basao Isla ES
8	ROXANNE JOYCE W. TOMBALI	Kalinga SPED
9	JINKY C. CALSIYAO	Amlao IS
10	LYDIA B. MIRABUENO	Agbannawag NHS
11	RUFFA JANE D. LATAY	Calaccad NHS
12	DANNY W. LALUAN	Balong NHS
13	CRYSTAL ANGELI G. AGPAD	Kalinga NHS
14	SALVADOR L. CALDINGON JR.	Dilag IS
15	JINKY S. LIYABAN	New Tanglag NHS
16	CHONA O. LIBALIB	Dupag ES
17	YSANNE L. LANGKIT	Kalinga NHS
18	MYRIAM B. LANGAG	New Balbalan ES
19	CHARMINE M. GONAYON	Magnao ES
20	RUBY G. BERNESE	Pantar ES
21	CHESTER D. PACAS	Agbannawag NHS
22	AVEGAIL A. BALIWAG	San Pablo IS
23	CHARMINE M. GONAYON	Magnao ES
24	JELYCA B. DULAY	Kalinga NHS
25	VINCENT VENAPEN B. VALENZUELA	Tabuk City NHS
26	RONA MAE L. MAYOCYOC	Balawag NHS
27	DOMINAE KEITH L. TALINGDAN	Amlao IS
28	MICHIGAN B. LAOAGAN	Appas IS
29	CLAUDIA P. DALIGDIG	Guilayon IS
30	MA. ANDREA C. MORA	Lacnog IS
31	DIANNE JOYCE A. PUEGAN	Balatoc PS
32	FAYMELYN B. GULINGAN	Tannubong ES



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Department of Education
CORDILLERA ADMINISTRATIVE REGION
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No.	Name	School
33	RHEENALYN P. BELDAN	Western Tabuk CS
34	SHEENA A. RINGOR	Cabaruan ES
35	PHELDINE P. MUKAY	Bulo West ES
36	REALOU C. WAGSINGAN	New Tanglag ES
37	RICHELLE B. LINGBAWAN	Banneg ES
38	ROCHELLE ANN G. LANO	Bulanao CS
39	CHERRY M. DUCCA	Gawidan ES
40	EMMANUEL S. PAMILAGAS	Magsaysay ES
41	JERNIE ANN C. ANNOGUI	San Julian ES
42	RODORA G. ALNGAG	Camp Conrado ES
43	ROWENA ANN P, COMIA-AS	Mallong ES
44	GEOFFREY JR. S. LUMBAG	Tabuk City CS
45	CARIDAD THERESA L. ABBACAN	San Juan ES
46	LORNA A. CUSAY	Bado Dangwa CS
47	PRIME FAITH D. COMDANG	Agbannawag CS
48	SWEDEN L. LIWOC	Amlao ES
49	ABEGAIL C. BATAK	Balawag CS
50	PHOEBE KIM Z. AGULIN	Laya IS
Consultants		
51	Christopher C. Benigno, Phd, EdD, CESO VI	SDS
52	Ginadine L. Balagso	ASDS
53	Sally P. Feken	SGOD Chief
54	Ramonchito A. Soriano	CID Chief
Resource Speakers and Training Management Team		
55	Deewaii Bagayao	SEPS
56	Shiela B. Esteban	MT II
57	Abegail Laquiao	MT I
58	Daphny Divine Delson	Teacher VI
59	Miguel P. Salvador	Teacher VI
60	Gemmeline C. Bumanglag	PSDS
61	Ashlyn M. Colangao	Master Teacher I
62	Shamgar Louie Candelario	EPS II- HRTD
63	Vincent B. Martinez	EPS II- SMME



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Enclosure No. 2 to Division Memorandum No. 371, s. 2026

TRAINING MATRIX OF ACTIVITIES
Research Capability Enhancement for New Teachers
August 21–23, 2026 | Kagitingan Hall, Schools Division Office of Tabuk City

Time	Topic / Activity	Resource Speaker / Person Responsible
7:30–8:00 AM	Registration	Training Management Team
	Preliminaries	Shamgar Louie Candelario EPS II- HRTD
8:00–9:00 AM	Educational Research in the DepEd Context: Purpose, Legal Bases, and Guiding Principles	Deewail B. Bagayao SEPS Planning and Research/ Division Research Coordinator
9:00–10:00 AM	Basic Education Research Agenda, DepEd CAR Research Priorities, and Research Areas	
10:00–11:00 AM	DepEd Research Proposal Format, Parts, and Submission Requirements	
11:00 AM–12:00 NN	Identifying Researchable Problems and Research Gaps	Gemmaline C. Bumanglag PSDS/ SDRC Member
12:00–1:00 PM	Lunch Break	
1:00–2:00 PM	Formulating Research Titles, Research Questions, and Objectives	Gemmaline C. Bumanglag PSDS/ SDRC Member
2:00–3:30 PM	Writing the Introduction or Context and Rationale	Ashlyn M. Colangao Master Teacher I/ Division Research TWG Member
3:30–4:00 PM	Scope and Limitation and Initial Proposal Workshop	
4:00–5:00 PM	Day 1 Workshop Consolidation and Evaluation	Training Management Team
8:00–9:30 AM	Preparing the Review of Related Literature	Shiela B. Esteban Master Teacher II/ Division Research TWG Member
9:30–10:00 AM	Conceptual Framework and Alignment of Research Components	
10:00–11:00 AM	Common Research Designs in Basic Education	Daphny Divine Delson Teacher III/ Division Research TWG Member
11:00 AM–12:00 NN	Participants, Sampling, Data Sources, and Data-Gathering Methods	
12:00–1:00 PM	Lunch Break	
1:00–2:00 PM	Research Ethics, Data Privacy, and Avoiding Ethical Issues	Abegail H. Laquiao Master Teacher I/ Division Research TWG Member
2:00–3:00 PM	Preparing Data-Gathering Tools	
3:00–5:00 PM	Basic Data Analysis and Interpretation	Miguel P. Salvador Teacher III/ Division Research TWG Member
8:00–9:00 AM	Preparing the Research Work Plan, Timeline, Gantt Chart, and Cost Estimates	
9:00–10:00 AM	Citation, Referencing, and APA Style, 7th Edition	Shiela B. Esteban Master Teacher II/ Division Research TWG Member
10:00 AM–12:00 NN	Research Proposal Writing Clinic I: Completing the Major Parts of the Proposal	Training Management Team / Division Research Committee
12:00–1:00 PM	Lunch Break	



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Time	Topic / Activity	Resource Speaker / Person Responsible
1:00–2:30 PM	Research Proposal Writing Clinic II: Technical Assistance and Refinement	Training Management Team / Division Research Committee
2:30–3:00 PM	Preparation for Research Proposal Presentation	Training Management Team / Division Research Committee
3:00–4:30 PM	Presentation of Research Proposal Outputs and Provision of Technical Assistance	Training Management Team / Division Research Committee
4:30–5:00 PM	Synthesis, Agreements, Ways Forward, Commitment Setting, and Closing Program	Deewaii B. Bagayao / Training Management Team