DIVISION MEMORANDUM
No. ___ S. 2018

ONE DAY ORIENTATION/TRAINING OF SCHOOL HEADS AND TEACHERS OF IPEd IMPLEMENTING SCHOOLS ON BASELINE DATA GATHERING ON CULTURE-BASED AND CULTURE-SENSITIVE RESEARCH

TO: OIC-CHIEF Curriculum Implementation Division
Chief Planning and Research
Division IPEd Focal Person
Division IPEd Alternate Focal Person
Public Schools District Supervisor (II-E and II-F)
Public Elementary and Secondary School Heads of IPEd Implementing school
IPEd School Coordinator
All Other Concerns

1. In line with DO 22, s. 2018 on the amended Multi-Year Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education Support Fund, this Division will conduct a ONE DAY ORIENTATION/TRAINING OF SCHOOL HEADS AND TEACHERS OF IPEd IMPLEMENTING SCHOOLS ON BASELINE DATA GATHERING ON CULTURE-BASED AND CULTURE-SENSITIVE RESEARCH on Dec. 7, 2018 at San Isidro Elementary School, Brgy. San Isidro Antipolo City.

2. This activity aims to:
   a. Develop the knowledge, skills, and attitude (KSA) of IPEd implementers and managers.
   b. Conduct a Culture-Based and Culture-Sensitive Research that will be beneficial in the implementation of IPEd Curriculum Program.

3. Participants to this activity are Division IPEd Focal Person, Alternate Focal Person, Public Schools District Supervisors of District II-E and II-F, School Heads, School IP Coordinators and selected teachers of IPEd Implementing School

4. All expenses incurred in this activity such as foods, supplies and materials shall be charged against 2018 IPEd Program Support Fund of the Division subject to the usual accounting and auditing procedures.

5. Concerned teachers should make necessary arrangement with the schedules of the concerned teachers, no disruption of classes will be observed.

6. The matrix of Activities (see Enclosure No.3) and members of the Technical Working Group (see Enclosure No.4) are attached for your reference.

7. Attendance of all participants is required.

8. For your widest dissemination and compliance.

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


"EDUKASYONG TAPAT AT SAPAT DAPAT PARA SA LAHAT"
The following composition of participants is to be observed:

<table>
<thead>
<tr>
<th>DISTRICT/SCHOOL</th>
<th>IPEd ALTERNATE FOCAL</th>
<th>IPEd ALTERNATE FOCAL</th>
<th>PSDS</th>
<th>SCHOOL HEADS</th>
<th>SCHOOL IPEd COORDINATOR</th>
<th>KEY TEACHER</th>
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<tbody>
<tr>
<td>District II-E</td>
<td>1</td>
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<tr>
<td>Binayoyo IS (Elem &amp; Sec.)</td>
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<td>3</td>
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<tr>
<td>District II-F</td>
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<tr>
<td>Paglitaw Primary School</td>
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<tr>
<td>Apia Int. School (Elem &amp; Sec)</td>
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<tr>
<td>Calawis ES</td>
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<tr>
<td>San Joseph ES</td>
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<tr>
<td>Canumay ES</td>
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<tr>
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<tr>
<td>San Ysiro ES</td>
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<tr>
<td>Kaysakat NHS</td>
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<tr>
<td>Calawis NHS</td>
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<tr>
<td>Canumay NHS</td>
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<tr>
<td>CID Chief</td>
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<tr>
<td>SGOD Chief</td>
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<tr>
<td>Planning</td>
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<tr>
<td>Soc. Mob</td>
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<td><strong>TOTAL</strong></td>
<td><strong>5</strong></td>
<td><strong>1</strong></td>
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<td><strong>10</strong></td>
<td><strong>13</strong></td>
<td><strong>19</strong></td>
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</tbody>
</table>

TOTAL = 50
EXECUTIVE COMMITTEE

Chairperson: DR. ROMME C. BAUTISTA, CESO V  
Schools Division Superintendent

Vice Chairperson: DR. GLORIA A. ROQUE 
OIC- Assistant Schools Division Superintendent

MEMBERS:  
1. DR. GLORIA A. BENEDICTO  
2. MRS. JEAN L. DANGA  
3. DR. EMILY M. CONCIO  
4. MR. MICHAEL L. TAYONA

WORKING COMMITTEE

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>IN-CHARGE</th>
<th>TERMS OF REFERENCE</th>
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</thead>
</table>
| Registration                             | Mr. Marcel S.J. Alejandro And Ms. Bernadette Gonzales | - In-charge of Attendance  
- Ensures that all participants are registered. |
| Documentation                            | Ms. Liza Banayo And Mrs. Ella Eata             | - Documents events of the activity and submit Narrative and pictorial report in soft and hard copy to the program in-charge. |
| Program and Invitation                   | Mr. Reynaldo Lozano And Ms. Kimberly Liwanag  | - Prepares program and facilitates its distribution  
- Prepares list of guest and participants |
| Awards and Certificates                  | Ms. Digna Orge And Riza Cabes                  | - Prepares certificates and submit to the program in-charge for checking.        |
| Physical Arrangements And Decorations    | Mr. Racob T. Hinaloc And IPEd Coordinators     | - Prepares backdrop, tarpaulin and other decoration to be used during the program |
| Food and Refreshment                     | Ms. Michelle Arevalo And Ms. Amelia Doroteo   | - Manages and facilitates the preparation/distribution of meals                  |
| M & E                                    | Mrs. Lolita San Juan                           | - Monitors and evaluates the conduct of the program-in-charge  
- Administers and evaluates tool used  
- Submits results of the evaluation to the program-in-charge |
## TRAINING MATRIX

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY/TOPIC</th>
<th>FACILITATORS</th>
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<tbody>
<tr>
<td>7:00-8:00</td>
<td>Registration</td>
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<tr>
<td>8:00-9:00</td>
<td>Opening Program</td>
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<tr>
<td>9:00-9:30</td>
<td>BREAK</td>
<td>Mr. Eduardo Supangan Jr. MT2 San Jose National High School</td>
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<td>9:30-12:00</td>
<td>Research Management Guidelines</td>
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<td>12:00-1:00</td>
<td>NOON BREAK</td>
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<tr>
<td>1:00-3:00</td>
<td>Qualitative Research</td>
<td>Mr. Lito A. Palomar CID Chief</td>
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<tr>
<td>3:00-3:30</td>
<td>BREAK</td>
<td></td>
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<tr>
<td>3:30-4:00</td>
<td>Submission of Title of Research</td>
<td>Mrs. Emily Concio PSDS II-E</td>
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<tr>
<td>4:00-5:00</td>
<td>Closing Program Home Sweet Home</td>
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</tbody>
</table>

OFFICER OF THE DAY: MR. MICHAEL T. TAYONA  
PSDS II-F
A. Registration

B. Opening Program

1. National Anthem
   MR. REYNALDO LOZANO, JR.
   School Head, Apia Integrated School

2. Opening Prayer
   MRS. LOLITA SAN JUAN
   SCHOOL Head, Binayoyo Int. School

3. CALABARZON MARCH
   Mabuhay Rizal
   Antipolo Hymn
   MR. REYNALDO LOZANO, JR,
   School Head, Apia Integrated School
   MR. MARK GABION
   School Head, San Ysiro ES

4. Welcome Remarks
   MR. TITO A. CABACABA
   Principal, San Isidro ES

5. Presentation of Participants
   MRS. DIGNA ORGE
   School Head, Calawis National High School

6. Statement of Purpose
   DR. GLORIA A. BENEDICTO
   PSDS I-D
   IPEd Focal Person

7. Inspirational Message
   CESO V
   DR. ROMMEL C. BAUTISTA
   Schools Division Superintendent

MR. RODRIGO DETARRO
Master of Ceremony
C. CLOSING PROGRAM

1. Nationalistic Song
   MR. RACOB T. HINALOC
   School Head, Calawis ES

2. Prayer
   MR. RODIEN DUNHILL
   ARNAIZ
   School Head, San Ysiero ES

3. Impression
   DR. GLORIA A. ROQUE
   ES
   OIC- ASDS

4. Challenge
   IPEd Coordinator, Calawis

5. Acceptance
   DR. GLORIA A. ROQUE
   Canumay NHS
   MR. LITO A. PALOMAR
   ABOGADO
   MR. ALFONSO
   DR. GLORIA A. BENEDICTO
   BELMONTE
   MR. ALBINO BELMONTE

6. Awarding of Certificates
   MR. LITO A. PALOMAR
   MRS. JEAN L. DANGA
   Alternate IPEd Focal Person

7. Message

8. Closing Remarks

MR. RODRIGO DETARRO
Master of Ceremony