



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
Schools Division Office - Ifugao  
Lagawe, 3600



**DIVISION MEMORANDUM**

No. 230 s. 2017

**TO** : Education Program Supervisors (EPSs), Elementary & Secondary School Heads and Teachers Concerned

**FROM** : **FELIFE L. BALLITOC**  
OIC- Schools Division Superintendent

**SUBJECT** : **Conduct of Seminar-Workshop on Development of Basic and Action Research**

**DATE** : August 15, 2017

1. Research is very important in providing evidence-based decision-making material for various education reforms and initiatives. It is an approach to improving education by changing it and learning from the consequences of changes.
2. To capacitate school heads and teachers on the conduct of action and basic research, a seminar – workshop will be conducted on August 25-27, 2017. Venue will be announced later.
3. Participants to this seminar is the attached list of a school heads and teachers. Arrival at the venue and registration of participants is on August 24, 2017, 4:00PM – 5:00PM.
4. Food and accommodation shall be charged against HRD fund while transportation and incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations. **Participants are advised to bring their research draft, data and other relevant materials that could be used in crafting their respective research. Moreover, they should bring their own writing paraphernalia, laptop and pocket WI-FI.**
5. Two (2) days Service Credit and Compensatory Leave Credit will be granted to participants and training team for attendance and services to be rendered on August 26-27, 2017 (Saturday & Sunday).
6. For your information, dissemination and strict compliance.

