



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Enclosure 1 to Division Memorandum No. _____

MATRIX OF ACTIVITIES

Date/Time	Activity	Person In-Charge
Day 1: August 15, 2023		
7:30 – 8:00 AM	Registration	Melojheane Basalo and Bryan Adam Salvidas
8:00 – 8:30 AM	Opening Program	
8:30 – 8:45 AM	Setting of Expectations	Ronnamie N. Palma
8:45 – 9:00 AM	Pre-test	Valyn Rose Q. Cabañelez
9:00 – 11:55 AM	Session 1: ALS Research Agenda	Gretchen V. Catane EPS II - ALS
12:00 – 1:00 PM	Lunch Break	
1:00 – 4:30 PM	Session 2: Quantitative Research Methodologies and Data Analysis	Dr. Richard Niño Salingay Master Teacher, BNHS
4:30 – 5:00 PM	Awarding of Certificate to the Speaker Synthesis	Ronnamie N. Palma
Day 2: August 16, 2023		
8:00 – 8:15 AM	MOL	
8:15 – 11:45 AM	Session 3: Qualitative Research Methodologies and Data Analysis	TBA
11:45 – 12:00 AM	Awarding of Certificate to the Speaker	Sweet Danica Aque
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:30 PM	Session 4: Research Evaluation	Ria K. Alquizar SEPS, Planning and Research
2:30 – 4:30 PM	Presentation of Outputs	
4:30 – 5:00 PM	Closing Program	



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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TECHNICAL WORKING GROUP

Committee	Person-in-charge	Roles and Responsibilities
Consultants	Cherry Mae L. Limbaco-Reyes, SDS Aliena S. Dajay, ASDS Ralph T. Quirog, Chief ES-CID	
Over-all Steering Committee	Chair: Jasmin J. Adriatico Co-Chair: Gretchen V. Catane Members: Ethyl Jane B. Ligando	<ul style="list-style-type: none">- Oversee the preparation and the conduct of the activity- Prepares memorandum for the activity- Guides and supervises the committees
Mobilization	Chair: Woodrow Wilson B. Merida Co-chair: Rex Dacanay	<ul style="list-style-type: none">- Process activity design for approval- Monitors the implementation of the activity
Secretariat	Chair: Melojheane Basalo Co-Chair: Maricel Fabian	<ul style="list-style-type: none">- Prepares attendance sheet- Take charge of the registration of participants of the training
Technical	Chair: Bryan Adam Salvidas Co-chair: Shyle Wiet Navarette	<ul style="list-style-type: none">- Prepares slide decks for the program- Prepares preliminaries- Plays the AVP
Communication	Chair: Valyn Rose Cabañelez Co-chair: Recalyne B. Palmitos	<ul style="list-style-type: none">- Prepares and distributes letter of invitation to speaker- Prepares certificates for the speakers and participants
Documentation	Chair: Sweet Danica Aque Co-chair: Karen Vie Gallosa	<ul style="list-style-type: none">- Takes pictures during the activity- Organize and prepares narrative report of the activity
Logistics	Chair: Seven T. Ama Co-Chair: Jielfred B. Rusiana	<ul style="list-style-type: none">- Prepares sound system, projector, and widescreen- Sets-up sound system
Hall Preparation	Chair: Norman Melendez	<ul style="list-style-type: none">- Arranges chairs and tables and puts up tarpaulin in the venue
Monitoring and Evaluation	Chair: Edelina M. Eborá Co-Chair: Gladys Dublas	<ul style="list-style-type: none">- Conducts monitoring and evaluation of the activity



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