



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
Tel Nos.: (088) 856-4454 / (08822) 72-46-15  
Fax No.: (088) 856-4524  
email: [misamisoriental@deped.gov.ph](mailto:misamisoriental@deped.gov.ph)

**Dep**

**DIVISION MEMORANDUM**

**TO :**

<b>Facilitators</b>	
<b>Group A (Salay National High School)</b>	
1. Mrs. Presentacion P. Alarba/SSP II	Chairman
2. Mrs. Rosanna S. Emanel /ESP II/Coordinating Principal	Co-chairman
3. Mrs. Cydel P. Valmores/PSDS	Co-chairman
4. Other PSDSs/Districts in-charge from Magsaysay I and II to Tagoloan including Claveria I and II	Members
<b>Group B (Libertad National High School)</b>	
1. Mr. Pablo A. Sabaldana/SSP II	Chairman
2. Mr. Marcel J. Tagalogon/ESP II/Coordinating Principal	Co-chairman
3. Other PSDSs/Districts in-charge from Opol to Lugait	Members
<b>Group C (Misamis Oriental General Comprehensive High School)</b>	
1. Dr. Pedro R. Estaño/SSP II	Chairman
2. Head Teachers of the different subject areas	Members

**FROM :** **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

**DATE :** October 26, 2015

**SUBJECT :** **DESIGNATION AS FACILITATORS TO THE 1<sup>ST</sup> DIVISION RESEARCH CONGRESS 2015**

1. Please be informed that you are appointed as Facilitators (Chairmen, Co-Chairmen and Members) to the 1<sup>st</sup> Division Research Congress on October 28, 2015 at your respective venues.

2. As such, you are expected to perform the tasks stipulated at the attached Enclosure No. 1.

3. Traveling expenses and other expenses relative to this activity shall be charged to local funds subject to the usual accounting, auditing rules and regulations.

4. For guidance and compliance.

**Enclosure No. 1 to the Unnumbered Division Memorandum re: DESIGNATION AS FACILITATORS TO THE 1<sup>ST</sup> DIVISION RESEARCH CONGRESS ON OCTOBER 28, 2015**

---

**Facilitators are expected to:**

1. Create working committees that are necessary. Committees like Hall Preparation and Retrieval, Registration, Ushering, and Documentation are suggested to be created. The Timer, who monitors the time allocation should strictly adhere to the time allowed to ensure a timely holding of the activity.

2. Prepare presentation rooms that would accommodate the presenters and the participants. It is advised that one (1) presentation room should be allotted for every ten (10) presenters to facilitate a fast and efficient conduct of the activity.

3. See to it that documentation during the conduct of the activity is properly done.

4. Prepare and submit a Narrative Report of the 1<sup>st</sup> Division Research Congress on or before November 4, 2015 at the Division Office. This narrative report speaks about the general conduct of the activity within your assigned area. The number of teacher-presenters in every district forms part of the report.

5. Contact the Senior Education Program Specialist for Planning and Research/Division Research Coordinator at 09263274175 when a need arises.

6. Do other related tasks needed for the smooth and efficient conduct of the activity.

CMLL/egd/lmc