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Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF BULACAN

October 7, 2024

**DIVISION MEMORANDUM**

No. 440, s. 2024

**CULTIVATING YOUR ACADEMIC VOICE: PHASE 1 OF THE RESEARCH  
WRITING TRAINING FOR JOURNAL PUBLICATION**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors and Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Research partnerships were highlighted in DepEd Order No. 16, s. 2017 titled "Research Management Guidelines." Following this, DepEd Bulacan was able to forge a partnership on education research with a leading academic institution in the province, the Bulacan State University. The flagship project under the partnership on research between DepEd Bulacan and BulSU is **Project STEPS - Strategic Teacher Engagement for Publication Success**.
2. In line with this, DepEd Bulacan and Bulacan State University shall conduct the first phase of **Research Writing Revolution: Enhancing DepEd Bulacan Research for Journal Submission** titled *Cultivating Your Academic Voice: Phase 1 of the Research Writing Training for Journal Publication* on October 15 and 25, and November 8, 2024, at the CIT AVR of Bulacan State University, for the first year of the research partnership. This phase highlights the lecture series to be facilitated by research experts from Bulacan State University, thus strengthening the following areas for partnership: capacity building and resource sharing.
3. The goal of **Research Writing Revolution: Enhancing DepEd Bulacan Research for Journal Submission** is to facilitate the publication of research conducted by DepEd Bulacan researchers in reputable journals. The activity *Cultivating Your Academic Voice: Phase 1 of the Research Writing Training for Journal Publication* aims to:
  - 3.1. guide researchers in identifying legitimate and non-predatory journals; and



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- 3.2. equip participants with the skills and knowledge needed for research writing that meets academic journals' specific requirements and expectations.
4. Fifty (50) selected researchers from the 31 districts will participate in the activity, with a preference for research mentors, as the pool of editors for the research compendium will be drawn from this group.
5. Attached in this Memorandum are the Training Matrix, and the List of Participants.
6. Expenses to be incurred in the conduct of this activity shall be charged to the Division InSET fund, subject to the usual accounting and auditing rules and regulations. Transportation expenses of the participants shall be charged to local school funds.
7. This Memorandum shall serve as the travel authority of all participants.
8. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 446, s. 2024

Training Matrix for Cultivating Your Academic Voice: Phase 1 of the Research Writing Training for Journal Publication

Schedule	Activity
<i>Day 1 (October 15, 2024)</i>	
1:00 pm – 1:30 pm	Opening Program
1:30 pm – 2:00 pm	Orientation on BulSU's Project STEPS - Strategic Teacher Engagement for Publication Success
2:00 pm – 3:00 pm	Discussion of IMRaD (Introduction, Methods, Results, and Discussion) Format
3:01 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:30 pm	Continuation of Discussion
<i>Day 2 (October 25, 2024)</i>	
1:00 pm – 1:15 pm	Management of Learning/ Session preliminaries
1:16 pm – 3:00 pm	Demonstration of identification of legitimacy of journals and non-predatory journals
3:01 pm – 3:30 pm	HEALTH BREAK
3:31 pm – 4:30 pm	Comparison of requirements from one journal to another
<i>Day 3 (November 8, 2024)</i>	
1:01 pm – 1:15 pm	Management of Learning/ Session preliminaries
1:16 pm – 2:30 pm	Guiding teachers in the publication to a certain journal
2:31 pm – 3:00 pm	HEALTH BREAK
3:01 pm – 3:45 pm	Continuation of Discussion
3:46 pm – 4:30 pm	Ways Forward Closing Program

**Resource Persons:**

October 15, 2024

**Dr. Joseline M. Santos**  
Head, Educational Development Office  
Affairs  
Project Leader

**Ms. Princess Gerbie C. Durante**  
Head, Curriculum and Development  
Development Office

October 25, 2024

**Dr. Warlito M. Galita**  
OIC-Vice President for Academic  
Dean, Graduate School

**Dr. Ruben E. Borja II**  
Director, Educational

November 8, 2024

**Dr. Leonora F. De Jesus**  
Associate Dean, Graduate School



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Enclosure No. 2 to Division Memorandum No. 440 s. 2024

**List of Participants**

<b>Name</b>	<b>Designation</b>	<b>School/District</b>
1. Christopher DG. Santiago	Master Teacher I	Bambang ES - Bulakan
2. Jovielyn C. Delos Santos	Teacher III	Jose L. Perez MS - Bulakan
3. Virginia S. San Gabriel	Principal IV	Frances NHS - Calumpit North
4. Melannie T. Sangoyo	Principal III	Sta. Lucia NHS - Calumpit North
5. Francis E. Ramos	Teacher III	Arsenio Santos MES - Calumpit North
6. Ivy B. Sagala	Master Teacher II	San Marcos ES - Calumpit South
7. Imelda R. Niñonuevo	Teacher III	San Pedro NHS - Hagonoy East
8. Renante B. Perez	Head Teacher III	Ramona S. Trillana HS - Hagonoy West
9. Rolando C. Dalmacio	Teacher III	Ramona S. Trillana HS - Hagonoy West
10. Shella Marie S. Manahan	Teacher III	San Roque ES - Hagonoy West
11. Rowena C. Dumayas	Teacher I	Paombong CS - Paombong
12. Michelle G. Joson	Master Teacher I	Tabon ES - Pulilan
13. Michelle S. Tuazon	Teacher III	Banga ES - Plaridel
14. Brian Joseph De Guzman	Teacher III	Catacte IS - Bustos
15. Jaime R. Soriano	Teacher III	Cambaog NHS - Bustos
16. Zandro P. Donceras	Master Teacher I	Bato ES - DRT
17. Bryan DC. Gabriel	Master Teacher I	San Ildefonso NHS - San Ildefonso North
18. Kenneth DC. Delos	Teacher I	Mataas na Parang ES - San Ildefonso North
19. Romel C. Roque	Master Teacher I	Akle ES - San Ildefonso South
20. Mike Joseph R. Quizon	Master Teacher I	Salacot ES - San Miguel Central
21. Ma. Cecilia DP. Catu	Master Teacher I	Bardias ES - San Miguel North
22. Colleen Cloie Ann M. Batac	Teacher I	Malinao ES - San Miguel North
23. Joselito P. Mendoza	Master Teacher II	San Miguel NHS - San Miguel South
24. Beatriz Cruz	Master Teacher I	Tukod ES - San Rafael East
25. Jayson B. Eugelio	Teacher III	Carlos F. Gonzales HS - San Rafael West
26. Emmanuel John C. Castro	Master Teacher I	Paco ES - Obando
27. Michelle C. Ranole	Master Teacher I	Prenza ES - Marilao North
28. Melchor L. Espiritu Jr.	Teacher III	Lias ES - Marilao South
29. Jeffrey P. Rivamonte	Teacher I	Lambakin ES - Marilao South
30. Ma. Eufrocina D. Octia	Head Teacher IV/OIC	Balagtas NAHS Annex - Balagtas
31. Sultan Emir A. Diaz	Master Teacher I	Cong. Erasmo R. Cruz MCS - Bocaue
32. Rochelle Marie L. Autor	Master Teacher I	Bocaue Hills ES - Bocaue
33. Cirilo DG. Santiago Jr.	Master Teacher I	Guiguinto CS - Guiguinto
34. Eric S. Carangan	Teacher III	Sta. Rita ES - Guiguinto
35. Bernadette V. Carpio	Master Teacher II	Cacarong Bata ES - Pandi North
36. Mharikit E. Fababier	Master Teacher I	Bunsuran NHS - Pandi South
37. Leonora P. Santiago	Master Teacher I	Matias A. Fernando MS- Angat
38. Meriam H. Roldan	Head Teacher III/OIC	Julian Sumbillo HS - Norzagaray East
39. Geoffrey M. Granada	Teacher III	Apugan ES - Norzagaray East

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40. Artemio O. Fillone Jr.	Teacher III	Caimino ES – Norzagaray East
41. Geraldine S. Buluran	Master Teacher II	Luis Gravador ES - Norzagaray West
42. Donnabelle C. Lutchavez	Master Teacher II	Catmon NHS – Sta. Maria Central
43. Mary Jenny D. Ondivilla	Teacher I	St. Mary Village ES, Sta. Maria Central
44. Archielyn A. Semanero	Master Teacher I	St. Mary Village ES – Sta. Maria Central
45. Marjorie F. Boado	Master Teacher II	Parada NHS – Sta. Maria East
46. Sahra Jane P. Hoper	Teacher III	Parada NHS – Sta. Maria East
47. Reagan N. Cabuhat	Principal IV	San Vicente ES – Sta. Maria East
48. Ma. Lina C. Gunita	Master Teacher II	Pulong Buhangin NHS – Sta. Maria West
49. Esperanza DC. Villanueva	Master Teacher I	Bagong Barrio ES – Sta. West
50. Jerlyn A. Porciuncula	Cay Pombo ES	Cay Pombo ES – Sta. Maria West

### **Project Management Team and Technical Work Group**

#### Training Managers:

Maribel S. Perez  
Senior Education Program Specialist, Planning and Research  
School Governance and Operations Division, DepEd Bulacan

Dr. Joseline M. Santos  
Head, Educational Development Office  
Project Leader  
Bulacan State University Graduate School

#### QATAME Associates:

Ma. Lourdes J. Patag  
Senior Education Program Specialist, School Management  
Monitoring and Evaluation  
School Governance and Operations Division, DepEd Bulacan

Cecille S. Cruz  
Education Program Specialist II, School Management  
Monitoring and Evaluation  
School Governance and Operations Division, DepEd Bulacan

Nurses from the School Health and Nutrition Section of SGOD, DepEd Bulacan