



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM
No. **12-395** s, 2025

To: Assistant Schools Division Superintendent
Division Chiefs
All others concerned
This Division

**3-DAY DIVISION TRAINING ON DATA ANALYSIS USING APPROPRIATE TOOLS
AND SOFTWARE APPLICATIONS FOR RESEARCH AND PROVISION OF
SUPPLIES AND MATERIALS TO GRANTEES OF RESEARCH FUNDS
UNDER SPECIAL EDUCATION FUND**

1. Research findings are critical in informed decision-making and in effective delivery of curriculum as well as implementation of various programs, projects, and activities in the department to ensure quality basic education is attained.
2. In light of this premise, this office will conduct a 3-day division training on qualitative and quantitative data analysis using software applications on **December 12-14, 2025** at **EY Suites, Borromeo Street, Surigao City, Surigao del Norte**.
3. The activity aims to:
 - a. reorient participants on the DepEd Orders 39, s. 2016 and 16, s. 2017, and DM 28, s. 2022;
 - b. capacitate the participants on the utilization of data analysis tools and software applications in qualitative and quantitative research; and
 - c. analyze available data using appropriate tools.
4. The participants in this training, whose proposals were approved for Implementation for Calendar Year 2025 under Provincial Special Education Funds, are identified and attached in Enclosure 1 of this memorandum.
5. All identified participants are advised to gather in advance qualitative and or quantitative data which will be used during the workshops in the training. In addition, they shall bring their own laptops, extension wires, and WiFi modem.
6. Materials and software applications which shall be used during the activity shall be downloaded by the participants upon the advice of the training focal through release of a separate advisory.





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7. This is a live-in activity. Check-in time shall be at 2:00pm of the first day while check-out time shall be at 12:00nn of December 15, 2025.

8. Expenses for training, accommodation, meals and snacks, materials, and supplies for the identified research grantees shall be charged against the Provincial Special Education Funds (SEF) while traveling expenses and per diem of the participants shall be charged against Division MOOE subject to the existing accounting and auditing rules and regulations.

9. For concerns, please contact the Division Research Focal, Mr. Reiner S. Oraliza.

10. For immediate dissemination to, guidance, and compliance of all concerned.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

RESEARCH RMG DATA ANALYSIS TRAINING L&D

SGOD/rsoraliza

12/01/25



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ANNEX 1. LIST OF PARTICIPANTS FOR THE CONDUCT OF 3-DAY DIVISION TRAINING ON DATA ANALYSIS USING APPROPRIATE TOOLS AND SOFTWARE APPLICATIONS FOR RESEARCH AND PROVISION OF SUPPLIES AND MATERIALS TO GRANTEES OF RESEARCH FUNDS UNDER SPECIAL EDUCATION FUND

No.	Participant	Position	Station
1	Manuel O. Caberte	SDS	OSDS
2	Roel T. Diamante	ASDS	OSDS
3	Gemna G. Pobe	Chief ES	CID
4	Harem L. Taruc	Chief ES	SGOD
5	Raymon Espanola	Facilitator	SNSU-Main
6	Irmalyn Paymalan	Facilitator	SNSU-Main
7	Malou S. Sinday	AO V	OSDS
8	Joselito Tokong	EPS	SGOD
9	Reggy Asupre	SEPS	SGOD
10	Ferosana D. Tesiorna	SEPS	SGOD
11	Aquino D. Garcia	SEPS	SGOD
12	Reiner S. Oraliza	SEPS/FOCAL	SGOD
13	Lowela B. Espanto	EPsP II	SGOD
14	Glenda Dadap	PDO I	SGOD
15	Juvy C. Arreza	Nurse II	SGOD
16	Joe Pete Tiu	Nurse II	SGOD
17	Catherine B. Landao	EPsP II	SGOD
18	Relyn D. Raza	EPS	CID
19	Neniel Dumanjog	EPS	CID
20	Luz Sandra Fernandez	EPS	CID
21	Regemie A. Alburo	PSDS	CID
23	Girlye Joi Bamba Sunico	PSDS	CID
24	Kathleen Jornales	PSDS	CID
25	Dedina H. Sanico	Master Teacher I	Nueva Estrella NHS
26	Irish Marie Gocela	Head Teacher I	Abad ES
27	Elgenia Ibarra	Head Teacher I	Bongdo ES
28	Cheryl Pacillos	Teacher III	Bongdo ES
29	Namercia Hermoso	Teacher III	Bongdo ES
30	Mirasol Gonzales	Master Teacher I	Cabawa ES
31	Rose Karen May E. Sulima	Teacher III	Cancoho ES



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32	Glenalyn Garcitos	Teacher III	Consuelo ES
33	Hannah Shiloh O. Tokong	Teacher I	Dapa NHS
34	Bryan Virtudazo	Teacher II	Del Carmen NHS
35	Cres Jovy Litang	Teacher II	General Luna NHS
36	Jean Lucille Espejon	Teacher III	General Luna NHS
37	Charrel C. Astronomo	Master Teacher II	Lobogon ES
38	Aissa D. Ijapon	Principal I	Mam-on Es
39	Susan L. Abao	Teacher I	Mariano Matugas MNHS
40	Marlene R. Ruaya	Head Teacher I	Nuevo Campo Es
41	Serne M. Dansalan	Teacher III	Nuevo Campo Es
42	Elisavil S. Gorgonio	Teacher III	Nuevo Campo Es
43	Brian Paul E. Sta. Ana	Teacher II	Pilar NHS
44	Melvan C. Rivas	Master Teacher I	San Benito CES & SpEd Center
45	Reysan Tesiorna	Principal I	San Benito NHS
46	Bernie Roculas	Teacher II	San Benito NHS
47	Jasmin Estoque	Master Teacher I	San Benito NHS
48	Ivie Lagarde	Master Teacher II	San Benito NHS
49	Enrique Delula	Teacher II	San Benito NHS
50	Linie Murillo	Master Teacher I	San Isidro NHS
51	Marilyn Maturan	Master Teacher II	San Isidro NHS
52	Jovy Liza	Principal IV	Sapao NHS
53	Joyce Yvonne Tan	Teacher III	Sapao NHS
54	Jeanvie S. Rudela	Teacher III	Socorro CES & SpEd Center
55	Jumbie P. Plaza	Master Teacher I	Socorro NHS
56	Angie Flor A. Laugo	Head Teacher I	Socorro NHS
57	Ril D. Rosillo	Teacher III	Socorro NHS
58	Maisan Mascardo	Principal III	Songkoy ES
59	Sheilla Yamba	Teacher III	Union NHS
60	Jhondel Baranggan	Teacher II	Union NHS