



Republic of the Philippines
Department of Education
Cordillera Administrative Region



September 4, 2024

REGIONAL MEMORANDUM

No. **591-2024**

**CONDUCT OF THE 2024 NATIONAL RESEARCH MANAGEMENT CONFERENCE
(NRMC)**

To: Schools Division Superintendents
All Divisions
SEPS, SGOD-Planning and Research Unit
Others Concerned

1. Relative to the Memorandum OUA-OUT-070824-P4-1 dated 08 July 2024 and PRDD-MEMO-082024-218, the Planning Service – Policy Research and Development Division (PS-PRDD) will conduct the 2024 NRMC on **September 16-20, 2024 (inclusive of travel time)** at **Punta Villa Resort, 5000 Avancena St. Villa Arevalo District, Iloilo City**. The identified participants are advised to register through <https://bit.ly/2024NRMCREG> on or before September 10, 2024, for all other details kindly refer to the attached memorandum.
2. For more inquiries, please contact the PPRD through telephone number 422-1318 or the email address car.pprd@deped.gov.ph.
3. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2024.09.05 08:26:31
+08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director

Encl.: As stated
PPRD/CDBJr/CPP



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>

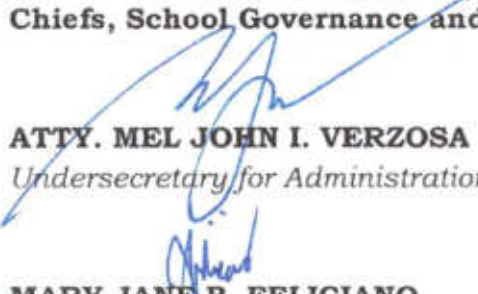


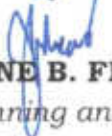
Republic of the Philippines
Department of Education

MEMORANDUM

FOR : All Regional Directors
All Schools Division Superintendents

ATTN : Chiefs, Policy, Planning and Research Division (PPRD)
Chiefs, School Governance and Operations Division (SGOD)

THROUGH : 
ATTY. MEL JOHN I. VERZOSA
Undersecretary for Administration

FROM : 
MARY JANE B. FELICIANO
Chief, Planning and Programming Division
Officer-in-Charge, Planning Service - Office of the Director

SUBJECT : **CONDUCT OF THE 2024 NATIONAL RESEARCH
MANAGEMENT CONFERENCE (NRMC)**

DATE : 27 August 2024

Consistent with the Department's mandate to promote a culture of research, DepEd adopted policies to improve research management, including the Research Management Guidelines, the Adoption of E-Saliksik: The DepEd Research Portal, and DepEd Memorandum on Adopting Tools to Improve Quality Management of Completed Research, to ensure the quality of education research.

To further strengthen and establish evidence-based decision making and as stated in Memorandum OUA-OUT-070824-P4-1 dated 08 July 2024, the Planning Service - Policy Research and Development Division (PS-PRDD) will conduct the **2024 National Research Management Conference (NRMC)** with the theme **"Sustaining a Culture of Research to Support Quality Basic Education."** The conference aims to address the gap between research dissemination and utilization, providing a dedicated platform for research managers, researchers and policymakers to communicate research findings and share innovative strategies.

With reference to PRDD-MEMO-082024-218 for its rescheduling, the National Research Management Conference will be held from **16 to 20 September 2024** (inclusive of travel time) at **Punta Villa Resort, 5000 Avanceña St, Villa Arevalo District, Iloilo City.**

To reiterate, the following are the target participants of the NRMCM:

Governance Level	No. of Pax	Attendees
Regional Office	2 per RO	<ul style="list-style-type: none"> PPRD Chief or his/her designated representative from the RO-PPRD Designated Regional Research Coordinator
Schools Division Office	1 per SDO	<ul style="list-style-type: none"> SEPS for Planning and Research/Designated Research Coordinator

In addition to the conduct of the activity, please be guided with the following administrative arrangements:

- Accommodation check-in starts on **16 September 2024, 2:00 PM** with dinner as the first meal;
- Accommodation check-out is on **20 September 2024**, on or before 12:00 NN with breakfast as the last meal;
- Transportation and incidental expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations;
- The conference shall conclude on **19 September 2024, 12:00 NN**. Should the participants need to leave before the end of the activity, he/she shall present a written justification signed by their respective Schools Division Superintendent (for SDO participants) and Regional Director (for RO participants) before the scheduled departure; and
- For confirmation of participation, participants are requested to accomplish the new online registration form through <https://bit.ly/2024NRMCREG> on/or before **10 September 2024**. **Participants who previously registered online are requested to register again through the new online registration form in line with the changes in the administrative details of the conference.**

Kindly refer to the attached information note (Annex A) for the conference details and other reminders.

For queries, kindly contact the PS-PRDD through email address: **ps.prd@deped.gov.ph** and/or telephone number (02) 8635-3976.

For your information and appropriate action.

Annex A: Information Note

2024 National Research Management Conference

Theme: Sustaining a Culture of Research to Support Quality Basic Education
September 16-20, 2024 (Inclusive of Travel Time)

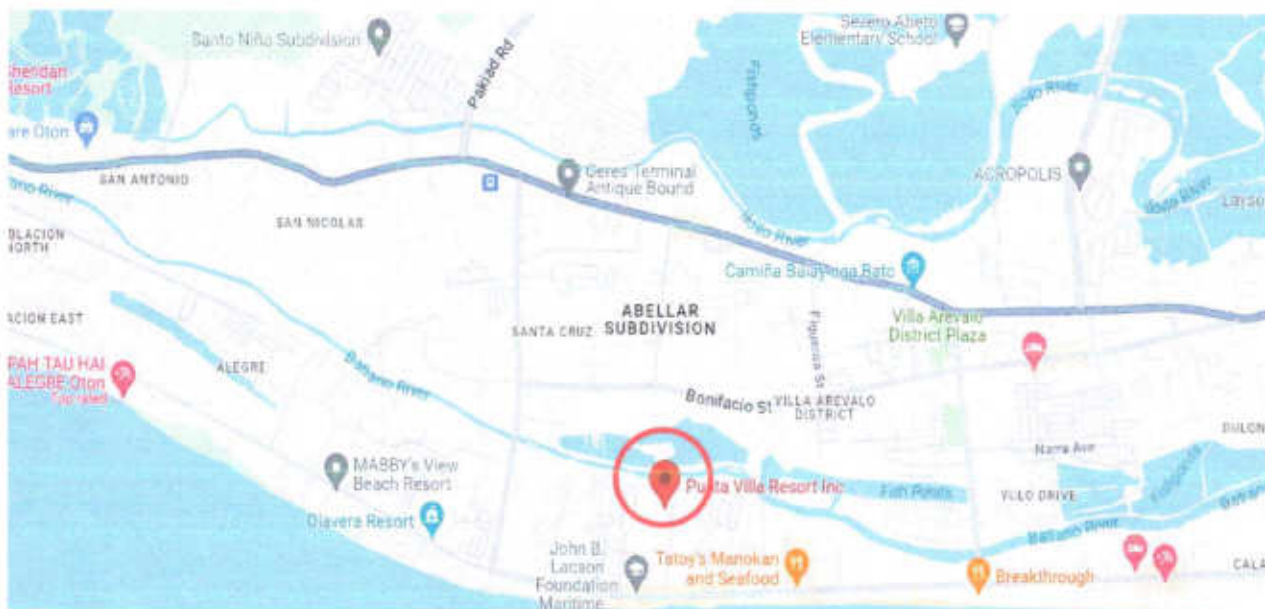
Event

The National Research Management Conference (NRMCM) aims to reinforce the dissemination and utilization of research findings and tackle the critical challenges surrounding these parts of the research management cycle. This event provides a dedicated platform for research managers, researchers and policymakers to communicate research findings, confront barriers, share innovative strategies, and collectively work towards closing the gap between the generation of knowledge and application of research findings. Specifically, the conference aims to:

- Convene** DepEd research managers to continuously support the management of research across all governance level;
- Communicate** the ongoing initiatives and status of the implementation of the Research Management Guidelines;
- Cultivate** the culture of research through collaboration and sharing of best practices;
- Contribute** to addressing the gap between knowledge creation and application of knowledge, emphasizing the importance of evidence-based decision making in the Department.

Venue

The event will be held at Crown Ballroom Hall of Punta Villa Resort, 5000 Avanceña St, Villa Arevalo District, Iloilo City, Philippines. Below is the location map of the said venue:



Below are the pictures of the venue:



Conference Meal Service:

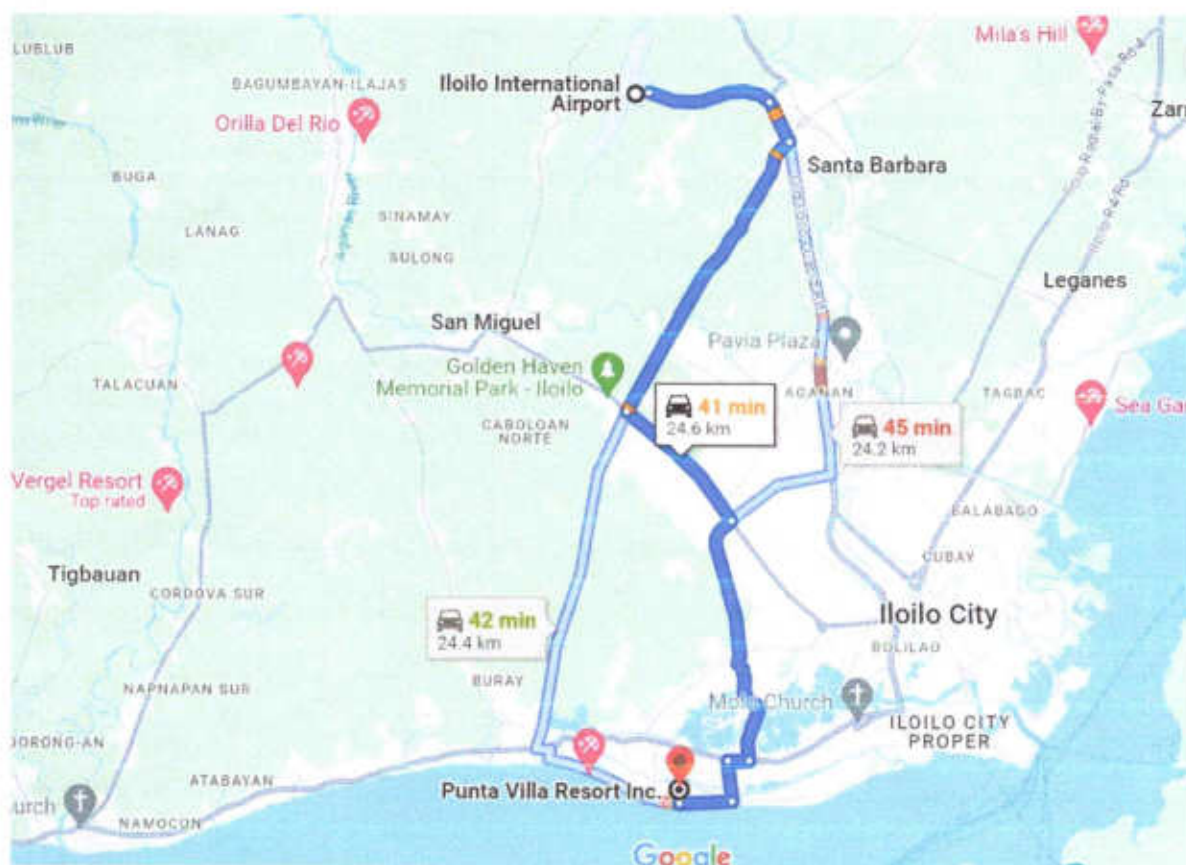
During the conference proper, participants shall be provided with three (3) full meals each day—breakfast, lunch, and dinner—as well as two (2) snacks, one in the morning and one in the afternoon. For participants arriving on September 16, 2024, the first meal to be served will be dinner. For those checking out on September 20, 2024, the last meal will be breakfast. For easy reference, please be guided by the table below for the meals provision per day.

Date	Activity	Meals
September 16, 2024	Arrival and Booth Setup	Dinner
September 17, 2024	Registration and Day 1 of Conference	Breakfast, AM Snack, Lunch, PM Snack, Dinner
September 18, 2024	Day 2 of Conference	Breakfast, AM Snack, Lunch, PM Snack, Dinner
September 19, 2024	Day 3 of Conference	Breakfast, AM Snack, Lunch, PM Snack, Dinner
September 20, 2024	Checkout	Breakfast

Transportation to Venue

No free transportation will be provided for the participants from the airport to venue and vice versa. Participants may take a taxi or Transport Network Vehicle Services (i.e., Grab) from Iloilo International Airport to Punta Villa Resort and vice versa.

The price for a one-way fare may range from P500 to P800. Hence, participants may travel in groups for economical purposes.



On-site Registration

Registration shall begin at 7:30 a.m., on 17 September 2024 and participants shall proceed to the registration table in the conference room. Kits and conference materials will be provided during registration. This in-person registration will serve as the official attendance record for the entire activity. Participants shall also register for their chosen breakout session. Kindly note that this shall be on a first come, first serve basis until slots are filled ensuring the representation of all regions. Further, online registration via Microsoft forms/QR codes shall be provided and shared to the participants during each session to monitor the participants' daily attendance.

Booth Preparation

Participants may prepare their respective regional research booths on their designated areas outside the function hall upon arrival at the venue. To ensure spaces are properly allocated, participants are requested to complete the booth form below and submit it to the Secretariat through ps.prd@deped.gov.ph. This will help us organize the booth smoothly and ensure everyone has appropriate arrangements. For any concerns or queries about the booth preparation, kindly coordinate with the Secretariat.

Attire

The prescribed attire for the entire event is business casual. Below are samples of conference attire:

Business casual (for women)



Business Casual (for men)



Security protocol

All participants shall be required to undergo the venue's security procedures. This may include presenting identification, passing through metal detectors, and having their bags checked. These measures are in place to ensure the safety and security of all attendees. It is advisable for participants to arrive early to allow ample time for these procedures and to avoid any delays.

Room Assignment

Room assignments shall be provided at the designated hotel counter upon arrival. Participants shall proceed to this counter to receive their room assignments. The staff at the counter shall have a list of all attendees who confirmed their participation through the new online registration link <https://bit.ly/2024NRMCREG> until 10 September 2024. It is important to check in at this counter to ensure you have the correct information and can easily locate your assigned room. This process will help streamline the event and ensure that all participants are properly directed to their respective areas.

Secretariat

This event is organized by the PS-PRDD. We deeply value your support and collaboration in our mission to enhance the quality of basic education nationwide by fostering a culture of basic education research.

The PS-PRDD is honored to have your presence and sincerely appreciates your participation.

Annex B.

BOOTH FORM

Region:

Kindly answer 'YES' if the booth content will apply on your booth and 'NO' if not by changing the background color of the cell.

Content	Yes	No
a) Information drive (i.e., journal)		
If yes, what is the content of the flyers/brochures?		
b) Activity or Games		
If yes, what type of activities/ games are you planning to do? If yes, what are the mechanics of the activity/game?		
c) Freebies (giving away of items)		
If yes, what items are to be given away?		
d) Others		
If yes, kindly state the other things that your booth will contain that cannot be categorized under contents A-C		