



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 17, 2026

Division Memorandum
No. 342, s. 2026

**CAPACITY BUILDING ON DATA ANALYSIS, INTERPRETATION, AND RESEARCH
FINALIZATION WITH AI INTEGRATION FOR BERF AND NON-BERF FUNDED
RESEARCHERS**

**To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Senior Education Program Specialists
Public Schools District Supervisors/ Principals/ Head Teacher-in-
Charge of the Districts
School Heads of Public Schools
All Others Concerned**

1. In line with the thrust of Department of Education to strengthen research capability, this Office thru School Governance and Operations Division- Planning and Research Section announces the conduct of **Capacity Building on Data Analysis, Interpretation, and Research Finalization with AI Integration for BERF and Non-BERF Funded Researchers** on June 20,21 and 27, 2026 at Ati-Atihan Festival Hotel, Kalibo, Aklan
2. This activity aims to:
 - a. Strengthen the research competencies of BERF and Non-BERF funded researchers in data analysis and interpretation to ensure the accuracy, validity, and reliability of research findings.
 - b. Provide technical assistance in the finalization of research manuscripts to ensure compliance with DepEd research standards and readiness for presentation, publication, and dissemination.
 - c. Enhance participants' capacity to integrate Artificial Intelligence (AI) tools responsibly and effectively in research processes, particularly in data analysis, interpretation, and research writing.
3. Attached is the breakdown of participants. All participants are requested to **bring their laptops and extension cord** to be used during the workshop sessions.
4. Food expenses shall be chargeable against the Division MOOE while the travelling expenses of participants shall be chargeable against School MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
5. A certificate of participation will be awarded to participants who complete at least 90% of the total training hours and meet all the requirements such as submission of required outputs. Those who do not meet the required minimum attendance of 90% will instead be issued a Certificate of Appearance, reflecting only the training hours equivalent to the sessions actually attended.
6. Participants are entitled to Service Credits on June 20, 21 and 27, 2026 in accordance with DepEd Order No. 53, s. 2023 titled, "Updated Guidelines on the Grant of Vacation Service Credits to Teachers". On the other hand, non-teaching



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personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CS) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2024 on Non-Teaching Monetary Renumeration for Overtime Service rendered.

7. In line with the Department's Equal Opportunity Principle, all qualified proponents, regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political beliefs, shall have fair and equal access to the evaluation processes. Discrimination at any stage of submission, evaluation, or recognition is strictly prohibited.
8. For inquiries, contact **Dr. Mikko Jan D. Lopez**, Senior Education Program Specialist for Planning and Research.
9. Immediate and wide dissemination of this Memorandum to all concerned is directed.

FOR THE SCHOOLS DIVISION SUPERINTENDENT

MICHAEL T. RAPIZ

Chief Education Supervisor
Schools Governance and Operations Division
In-Charge of the Division



Encl.: As stated

Reference:

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

TRAINING- WORKSHOPS

MJDL





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LIST OF PARTICIPANTS

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NAME OF PARTICIPANTS	POSITION	STATION	District	ROLE
FELICIANO C. BUENAFE JR, CESO VI	SDS	Division Office	SDO AKLAN	Executive Committee
RAMON D. PARAS JR EdD, CESE	ASDS	Division Office	SDO AKLAN	Executive Committee
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RICHEL JOHN G. TEODOSIO, PhD	T-V	Father Julian C. Rago Memorial National High School	Balete	Resource Speaker
MARK ARVIN L. REBALDO, EdD	T I	Manocmanoc NHS	Malay	Resource Speaker
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