



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

SEP 25 2025

**MEMORANDUM**

**DIVISION PARTICIPATION IN PHASE 4 OF THE CONDUCT OF DEVELOPMENT OF LEARNING MATERIALS AND STUDENT RESEARCH HANDBOOK FOR DEPED IN NCR IN CONDUCTING SCIENTIFIC RESEARCH CUM GUIDELINES ON THE RESPONSIBLE USE OF GENERATIVE AI**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. This Office announces the division participation the Phase 4 of the Conduct of Development of Learning Materials and Student Research Handbook for DepEd in NCR in Conducting Scientific Research cum Guidelines on the Responsible Use of Generative AI on September 24-26, 2025, at Swiss Bluelane Hotel, Binondo Manila.

2. Below is the list of participants

Name	School	Designation
1. Marilu R. Lorzano	MSHS	Teacher III
2. Zarina T. Pabelonia	MSHS	Teacher I
3. Princess La Rosa	MNHS	Teacher III
4. Hazel Jhoy C. Del Mundo	MNHS	Teacher III
5. Margaret V. Declaro	MNHS	Teacher III

3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**

Assistant Schools Division Superintendent  
Officer-In-charge  
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: Regional Memo 730, s.2025 and Advisory 070, s.2025

To be indicated in the Perpetual Index

under the following subjects:

TEACHERS      LEARNERS      PROGRAMS      LEARNING DELIVERY

ABSO /DIVISION PARTICIPATION IN THE PHASE 4 OF THE CONDUCT OF DEVELOPMENT OF LEARNING MATERIALS AND STUDENT RESEARCH HANDBOOK FOR DEPED IN NCR IN CONDUCTING SCIENTIFIC RESEARCH CUM GUIDELINES ON THE RESPONSIBLE USE OF GENERATIVE AI

390/September 23, 2025

UN-2025-390

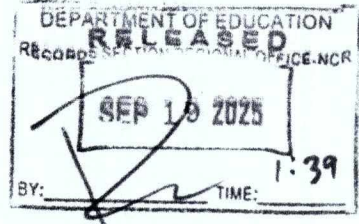
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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



Advisory No. 070 s. 2025  
September 16, 2025

**VENUE OF THE PHASE 4 OF THE CONDUCT OF DEVELOPMENT OF  
LEARNING MATERIALS AND STUDENT RESEARCH HANDBOOK FOR DEPED  
NCR IN CONDUCTING SCIENTIFIC RESEARCH CUM GUIDELINES ON THE  
RESPONSIBLE USE OF GENERATIVE AI**

1. This is in reference to the Regional Memorandum No. 730, s. 2025 on the above captioned activity.
2. The field is hereby informed that the venue for the **Phase 4** of the training scheduled from **September 24-26, 2025**, will be on **Swiss Bluelane Hotel, Binondo, Manila**.
3. Participants are advised to bring reference materials for their assigned topics, laptop/s, extensions, and pocket data/internet connection.
4. All other details stipulated in the said Memoranda remain the same.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations

/CLMD-DKE



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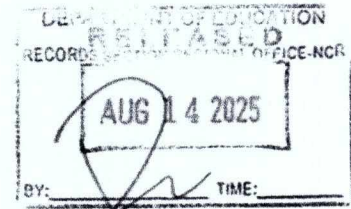
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Certificate No. PFP 0MS



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



August 1, 2025

**REGIONAL MEMORANDUM**

No. 730, s. 2025

To: Schools Division Superintendents

**CONDUCT OF DEVELOPMENT OF LEARNING MATERIALS AND STUDENT RESEARCH HANDBOOK FOR DEPED NCR IN CONDUCTING SCIENTIFIC RESEARCH CUM GUIDELINES ON THE RESPONSIBLE USE OF GENERATIVE AI**

1. The Department of Education National Capital Region, through the Curriculum and Learning Management Division and in partnership with Our Lady of Lourdes Hospital Bida Lourdes Program, will conduct the above captioned activity.
2. This multi-phase activity is designed to develop learning materials and a student research handbook that is comprehensive, evidence-based, and aligned with the needs of students and teachers involved in the creation of Science Investigatory Projects.
3. To achieve this, a systematic approach involving development, validation, and finalization is necessary to ensure that the handbook and policy recommendations are both academically sound and practically implementable within the DepEd NCR context. Below are the details to the said activity.

Activity	Date	Venue
Content Update and Planning Phase	August 18 - 20, 2025	TBA
Writershop	August 27 - 29, 2025	TBA
Validation	August 30 - September 5, 2025	Online (External validators only)
Finalization	September 8 - 10, 2025	TBA

4. Participants to this activity are the Division Education Program Supervisors of Science and Mathematics, selected Research Advisers from each division who will serve as participants/writers, and NCR Research Advisers Association Officers who will serve as Regional Technical Working Group. Participants shall be endorsed by their respective Education Program Supervisors and registered through the Google Sheet link: <https://tinyurl.com/ResearchCamp25>.
5. SDOs are given the liberty to identify their participants with the following minimum qualifications/considerations:
  - a. They are either a research adviser or have had experience handling research involving:
    - a.1. Life/Physical Science
    - a.2. Robotics/Science Innovation Expo
    - a.3. Mathematics and Computational Sciences



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- b. They are able to write learning materials for scientific research and will be able to commit to the whole duration of the activity.
6. Board and lodging and materials shall be charged to the LR funds under **OSCC-NCR-24-1852**, while the honorarium for the resource speakers and external validators (content validators, language validators, and layout artist) shall be shouldered by the **Our Lady of Lourdes Hospital Bida Lourdes Program**. The transportation and other incidental expenses of the participants shall be charged to local funds, subject to usual accounting and auditing rules and regulations.
7. Enclosed are the list of participants and the activity matrix, for reference.
8. The participation of regional and division officials to the activities that fall on holidays or weekends entitles them to compensatory overtime credit, pursuant to DepEd Order No. 53, s 2003 and CSC and DBM Joint Circular No. 2, s 2004. Likewise, participation of teachers that falls on a weekend or holiday shall likewise be eligible for service credits pursuant to DepEd Order No. 53, s 2023 or the *Updated Guidelines on Granting Vacation Service Credits to Teachers*, subject to existing DepEd rules and regulations.
9. Immediate dissemination of this memorandum is desired.

**JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations



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