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DATE: JUL 18 2018  
NO 2509

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January 15, 2019

**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent  
DepEd Dagupan City Division

**SUBJECT: REQUEST FOR DISSEMINATION OF THE SEMINAR-WORKSHOP ON THE BASICS OF ACTION RESEARCH IN SCIENTIFIC WRITING AND PUBLICATION PROCESS**

Dear **Madam**:

Greetings from **Asian Center of Education, Research and Training for Innovation (ACERT)**!  
ACERT is an organization that promotes quality and excellent professional development in areas of advisory and transformation of institutions, collaboration and partnership among stakeholders, education and development, research and innovation that contributes to policy-making, and training and capacity-building that address human development and social concerns. ACERT is an accredited Continuing Professional Development (CPD) Provider for Professional Teachers with Accreditation No. 2018-149 granted by the Professional Regulation Commission.

**On February 22 to 24, 2019, we will be conducting a training-workshop (PRC Program Accreditation on process, but past training held earned 13 to 15 credit units) titled, *Unpacking and Simplifying Action Research: A Seminar-Workshop on the Basics of Action Research in Scientific Writing and Publication Process* to be held at Dagupan Village Hotel, Dagupan City.**

This three-day seminar-workshop aims to empower educators by instilling a working knowledge and experience of crafting a scientific action research. The participants are expected to learn the following: (1) to contextualize action research in relation to other forms of research; (2) to identify the tools and strategies and designs of crafting scientific action research; and (3) to be able to produce an action research for journal publication.

There is a minimal registration fee of P3,000 to cover the training cost. Group packages and incentives are also offered. Interested participants may visit our website, [www.acert1st.com](http://www.acert1st.com) and FB page, @acert1st for further information and application details. They may also directly contact our training coordinator, Ms. Irish V. Villanueva through mobile number, 09270650585 for registration.

In this regard, we are **requesting your good office to support this program through a wide dissemination of invitation to teachers, researchers, principals, and supervisors. May we also request for a copy of advisory or memo, which we can disseminate to our prospective participants.**

**Further, may we also request for your presence during the said training to deliver message to our beloved teachers.**

Attached herewith are pertinent documents for your reference.

For more queries, you may contact ACERT Secretariat through telephone number (02)245-2995, mobile numbers, 09284763782 and 09772376763 and email address, [acert1st@gmail.com](mailto:acert1st@gmail.com).

We hope that these requests merit your most favorable consideration. Thank you very much.

Sincerely,

**Mark Anthony Velasco, Ph.D.**  
Executive Director

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1/15/19  
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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region I  
**SCHOOLS DIVISION OFFICE**  
DAGUPAN CITY



January 22, 2019

### DIVISION ADVISORY

For information and guidance.

**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent