



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 338 s. 2022

**ADOPTION AND UTILIZATION OF E-TABUK AND ITS EXPANDED FORMS IN
RESEARCH MANAGEMENT AND IN THE PROVISION OF TECHNICAL
ASSISTANCE**

TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Teachers and School Heads (Elementary and Secondary)
All others concerned

1. One of the demands of the K-12 Program is the acceleration of research and development geared toward continuous improvements, especially in the provision of high-quality education to learners. The innovation known as **e-TABUK** or **Enhanced Electronic Technical Assistance for Better Understanding and Knowledge in Research**, was developed and first put into use in 2020 to help reach this goal. It facilitated the review and evaluation of research papers submitted by proponents to the Schools Division Research Committee. To date, a total of 231 research papers submitted by 238 researchers were reviewed and were given technical assistance. Moreover, it enhanced the provision of technical assistance using online platforms such as social media, group chat rooms, emails, and private messaging to supplement SMS and cellular phone calls. Since its implementation, it has also given researchers a forum for knowledge exchange in the dissemination and promotion of research, serving as a reference point for those who may conduct similar studies in the future. All these methods allowed for more client reach from that point on until the present, despite the limitations put in place to help curb the spread of COVID 19. The combined participants of the virtual forums, conferences and webinars conducted over the last three years are 1, 206.

2. By developing and implementing FiSh-ing in the Cloud, (**File Sharing in the Cloud**) in 2021, e-TABUK was given a boost. It involved using a cloud-based storage service, like Google Drive, to share files between clients and review committee members as well as making the most of it as a remote location to back up files and prevent their loss due to accidental file deletion or in case the hard copies are lost or damaged. This included memos, formats, templates, research papers, outputs submitted during workshops, recordings of online meetings, or virtual provision of services. As such, it provided a unified resource guide to its clients while working on their papers. To date, 296 personnel have requested and were given access to the e-TABUK shared folder. FiSh-ing in the Cloud was not only utilized by the proponent not only in managing research but also to facilitate the preparation of



Address: Purok 2, BCS Compound, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

consolidated reports of the SGOD and the Division as a whole especially when time is of the essence and in-person workshop is not possible.

3. In 2022, e-TABUK is further expanded through Project PROMPTER (**P**roactive **M**onitoring **P**ractice and **T**echnique in **E**valuating **R**esearch). By serving as a reminder via email notifications, it boosted FiSh-ing in the Cloud's capacity to offer technical assistance to clients and improved the monitoring system on the progress of proposals received for review. It made the turnaround time for the research review considerably faster than it was for the previous evaluation process. Additionally, because it gives the proponent instantaneous updates and a handy reference on the comments and suggestions, it permitted real-time engagement between the review committee and members of the technical working group in the evaluation of research.

4. In view of the foregoing, the Schools Division of Tabuk City hereby adopts e-TABUK and its expanded forms to include FiSh-ing in the Cloud and Project PROMPTER to advance research culture by providing technical assistance for research development in the Division focused on continuous improvement, excellence, professionalism, ethics, innovation and e-governance through the various electronic platforms available. In addition, other functional units, schools, and offices are strongly encouraged to use e-TABUK and its expanded forms as applicable in their context in the provision of technical assistance, including the preparation of reports and the gathering of data, in order to make the most of the resources at their disposal while still providing our clients with high-quality service as we collaborate to improve learning outcomes.

5. Immediate dissemination of this memorandum is desired.


IRENE S. ANGWAY, PhD, CESO VI
Schools Division Superintendent

