



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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September 30, 2024

**DIVISION MEMORANDUM**  
**SGOD NO. 130, s. 2024**

**CONDUCT OF THE 2024 DIVISION RESEARCH CONGRESS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Section Heads  
Cluster Heads  
Elementary & Secondary School Heads  
*This Division*

1. In reference to the Department of Education Order No. 16, s. 2017 re Research Management Guidelines and realizing the Division Research Agenda, this Office calls for the submission of completed Research Papers as entries to the 2024 Division Research Congress which will be held on October 23, 2024, with the theme “*Sustaining the Culture of Research*” at a venue that will be announced in a separate memorandum.
2. This year’s activity aims to:
  - a. showcase the latest research conducted towards strategically improving access, quality, and governance of basic education in the new normal;
  - b. strengthen the alignment of research initiatives with the Basic Education Research Agenda,
  - c. capacitate educators and policymakers on the new trends of research techniques and methodologies; and
  - d. foster the culture of conducting research in aid of evidence-based policy formulation, program development, and replication of research-enabled practices;
3. The participants are the Chief Education Supervisors, Education Supervisors, Section Heads, Members of the SGOD, School Heads, Master Teachers, and Basic Education Research Fund Researchers who have completed their research projects.
4. Anent, all Cluster Heads and School Heads shall facilitate participation in the congress and submission of soft and hard copy of entries. E-copies shall be in PDF format and shall be uploaded on the appropriate folders on the link:



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<https://bit.ly/2024DivResearchCongress> , while hard copies shall be submitted through the Receiving Section of the SDO on or before October 15, 2024.

5. All research entries shall adhere to DepEd Order No. 16, s. 2017 or the Research Management Guidelines and the DepEd Order No 39, s. 2016 or the Adoption of the Basic Education Research Agenda under the following themes: a) Teaching and Learning; b) Child Protection; c) Human Resource and Development; and d) Governance cum Cross-cutting. This is to provide guidance as DepEd ensures research-based and evidence-based planning, policy formulation, and program development.
6. Each cluster and secondary school shall submit at least one research entry per theme in both Oral and Poster presentations.
7. The 2024 Division Research Guidelines and List of the Technical Working Group are attached for your reference.
8. Expenses relative to the conduct of this activity shall be charged against the Special Education Fund, while traveling and other expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
9. For concerns and clarifications, contact Ma. Dianne Joy R. dela Fuente, SEPS-PRS, through email address [ma.delafuente004@deped.gov.ph](mailto:ma.delafuente004@deped.gov.ph) or mobile through 09295140654.
10. For wide dissemination and compliance.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: As stated.  
Reference: DepEd Order No. 16, s.2017  
Allotment: None  
To be included in the Perpetual Index under

PLANNING

RESEARCH

RESEARCH CONGRESS

MDJRdF/SGOD/DM-2024 2024 DIVISION RESEARCH CONGRESS/ September 30, 2024



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Enclosure No. 1 to Division Memorandum SGOD No. \_\_\_\_\_, s. 2024

**2024 DIVISION RESEARCH GUIDELINES**

1. The research congress is open to all research enthusiasts in the Department of Education particularly Division Supervisors, School Heads, and Teachers.
2. The Congress shall focus on showcasing educational and action researches conducted in the school and division levels to address problems related to access, quality and governance of basic education focusing on the following themes based on the National Basic Education Research Agenda - Theme 1: Teaching and Learning; Theme 2: Child Protection; Theme 3: Human Resource Development; and Theme 4: Governance.
3. One copy of the full version of the paper which shall not exceed 3,500 words (*about 10 pages, double space, A4 size bond paper, Bookman Old Style font, font size 11*) shall be submitted on or before October 15, 2024, on the link provided and at the Receiving Section of the SDO for the e-copies and hard copies respectively. Researchers are required to strictly follow the prescribed format.
4. The research proponent shall use the DepEd prescribed outline for Action Research described below containing the following parts:

**A. Oral Presentation (Basic/Applied)**

*Title*

*Abstract (not more than 200 words)*

*Major Parts:*

- I. Introduction (including statement of the problem)
- II. Brief Review of Literature (including the synthesis of the state-of-the-art conceptual/theoretical framework if applicable)
- III. Research Question
- IV. Methodology and Research Design (including research respondents and instruments)
- V. Results and Discussion (presented on the basis of the research questions)
- VI. Plans for Dissemination and Advocacy
- VII. References



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**B. Poster Presentation**

*Title*

*Abstract (not more than 200 words)*

*Major Parts:*

- I. Context and Rationale
- II. Action Research Questions
- III. Innovation, Intervention and Strategy
- IV. Action Research Method
  - a. Participants and Other Sources of Data Information
  - b. Data Gathering Methods
- V. Results and Discussion
- VI. Reflection/ Conclusion & Recommendation
- VIII. Action Plan/ Proposed Program/

5. Paper Presenters shall be guided by the following pointers:
  - a. The Oral Presentation shall last for 15 minutes per Oral Presenter and 5 minutes for open forum.
  - b. All presenters have a copy of their research paper.
  - c. All presentations shall be given to the technical team a day before the congress.
  - d. All presenters shall provide 2 copies for the judge/s.
6. Each Paper Presenter for Oral Presentation will present the substance of the following: Introduction; Research Questions/Objectives; Conceptual Framework (only if necessary); Methodology & Research Design; Summary of Results & Discussion; and Conclusion & Recommendations/Reflections and Plans for Dissemination and Advocacy shall be the content of the presentation.
7. For poster presentations, presenters are advised to use vertical (portrait) layout at 48x36 inch-sized poster. The font size should not be less than Bookman Old Style size 18. The poster shall include the Title, Abstract, Context and Rationale, Action Research Questions, Innovation, Intervention, and Strategy, Action Research Methods, Results & Discussions, Conclusions & Recommendations, and References.
8. Poster Presenters shall prepare his/her own poster stand. It shall be displayed in the designated area the day before the congress.



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9. The Proforma for the Research Entry and Rubrics for Judging the Best Paper for both Oral and Poster Presentation is herein attached as Annex 1 and 2 respectively.
10. The maximum number of research proponent/s per paper is three (3).
11. Aside from the Certificates of Awards to be conferred to all presenters, cash prizes shall also be given to the best presenter per theme/sub-theme and category.



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Annex 1. to Enclosure No. 01 of the Division memorandum SGOD No. \_\_\_\_, s. 2024

**PROFORMA FOR RESEARCH ENTRY**

Research Title: \_\_\_\_\_

Research Proponent/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_ Division: \_\_\_\_\_

District: \_\_\_\_\_ School: \_\_\_\_\_

Email add: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Research Category: (Kindly check.)

Oral Presentation

Poster Presentation

Research Theme / Sub-Theme: (Kindly check.)

Theme 1-A: Teaching and Learning (Sub-Themes: Instruction & Curriculum)

Theme 1-B: Teaching and Learning (Sub-Themes: Learners, Assessment, Learning Outcomes)

Theme 2: Child Protection

Theme 3: Human Resource Development

Theme 4: Governance / Cross Cutting



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Annex 2 to Enclosure No. 01 of the Division memorandum SGOD No. \_\_\_\_, s. 2024

**A. Rubrics for Oral Presentation (Educational Research)**

CRITERIA	INDICATOR	RATING		
		Excellent	Good	Fair
<b>Clear Focus 20%</b>	<p>The topic is clear.</p> <p>It is relevant to the conference theme.</p> <p>It is clearly introduced at the beginning of the paper and its conclusion clearly related to the topic</p> <p>The body of the paper and its conclusion clearly related to the topic.</p>	All the 4 indicators are excellent (20 pts)	Only 2 indicators are either good or fair (18 pts)	Others are either good or fair (15 pts)
<b>Research (25%)</b>	<p>The paper contains enough information to back up its ideas.</p> <p>There are enough sources of information.</p> <p>The sources are reliable and recent.</p> <p>They are varied and balanced, especially on controversial issues</p> <p>When appropriate, the paper used different types of resources such as books, journals, newspapers, interviews, or the internet</p>	All the 5 indicators are excellent (25 pts)	Only 3 indicators are excellent, 2 indicators are either good or fair (22 pts)	Only 1 indicator is excellent, Others are either good or fair (20 pts)
<b>Documentation (10%)</b>	<p>The information is documented in the body of the paper.</p>	All the 3 indicators	Only 2 indicators are	Only 1 indicator is



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	<p>The sources are cited in the APA Style.</p> <p>They are in the right places.</p>	are excellent (10 pts)	excellent, 1 indicator either good or fair (8 pts)	excellent; other are either good or fair (5 pts)
<b>Writing Mechanics (10%)</b>	<p>The paper observes correct usage of grammar.</p> <p>It observes correct spelling.</p> <p>The sentences are short, clear, and free of necessary jargon.</p>	All of the 3 indicators are excellent (10 pts)	Only 2 indicators are excellent; 1 indicator is either good or fair (8 pts)	Only 1 indicator is excellent; others are either good or fair. (5 pts)
<b>Delivery (10%)</b>	<p>The oral presentation is clear and logical.</p> <p>The presenter displays mastery.</p> <p>Generally, the presenter arouses the interest of the audience.</p>	All the indicators are excellent (10 pts)	Only 2 indicators are excellent; 1 indicator is either good or fair (8pts)	Only 1 indicator are excellent; 1 indicator is either good or fair (5pts)

**B. Rubrics for Poster Presentation (Action Research)**

Criteria	Indicators	Rating		
		Excellent	Good	Fair
<b>Part I. Poster Display (20%)</b>				
First Impression (5%)	<p>The color schemes used, are easy on the eye.</p> <p>The font size or style is easily readable.</p> <p>The poster stimulates interest and discussion</p>	All the 3 indicators are excellent. (5 pts)	Only 2 indicators are excellent; 1 indicator is either good or fair. (3 pts)	Only 1 indicator is excellent; others are either good or fair. (2 pts.)



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Layout (10%)	It is easy to follow the sequence in the poster.  There is a good flow of information (logical layout of information).  The lay-out is appropriate.	All the 3 indicators are excellent.  (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (8 pts.)	Only 1 indicator are excellent; others are either good or fair. (6pts.)
5. Writing Mechanics (5%)	It observes correct usage of grammar.  It observes correct spelling.  The sentences are short, clear, and free of necessary jargon.	All the 3 indicators are excellent.  (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (3 pts.)	Only 1 indicator are excellent; others are either good or fair. (2 pts.)
<b>Part II: Research Content (80%)</b>				
Title (5%)	The title is specific/appropriate.  It captures the essence (Purpose, scope and respondents of the study) of the research.  Title accurately portrays what the paper is about.	All the 3 indicators are excellent.  (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (3 pts.)	Only 1 indicator is excellent; others are either good or fair. (2 pts.)
Abstract (10%)	The research purpose is clearly stated.  The methodology is presented well.  The general findings are summarized as well as reflection/conclusion and recommendation	All the 3 indicators are excellent.  (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (8 pts.)	Only 1 indicator is excellent; others are either good or fair. (7 pts.)
Research Questions / Objectives: (5%)	They are clearly stated.  They are aligned with the research title. The research questions are contextualized by the proponent.	All the 3 indicators are excellent.	Only 2 indicators are excellent; 1 indicator is either	Only 1 indicator is excellent; others are either



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		(5 pts.)	good or fair. (3 pts.)	good or fair. (2 pts.)
Intervention/Innovation/Strategy (IIS) (10%)	<p>It clearly describes the IIS being initiated/proposed.</p> <p>The IIS is aligned and appropriate to the identified problem being undertaken.</p> <p>The IIS is practicable and innovative.</p>	<p>All the 3 indicators are excellent.</p> <p>(10 pts.)</p>	<p>Only 2 indicators are excellent; 1 indicator is either good or fair.</p> <p>(8 pts.)</p>	<p>Only 1 indicator is excellent; others are either good or fair.</p> <p>(7 pts.)</p>
Action Research Method (10%)	<p>There is a research strategy and there is an explanation why it is chosen.</p> <p>There is a mention of data collection tools and it is appropriate for the type of data collected.</p> <p>It uses appropriate sampling techniques</p>	<p>All the 3 indicators are excellent.</p> <p>(10 pts.)</p>	<p>Only 2 indicators are excellent; 1 indicator is either good or fair.</p> <p>(8 pts.)</p>	<p>Only 1 indicator is excellent; others are either good or fair.</p> <p>(7 pts.)</p>
Discussion of Results (15%)	<p>The graphs, tables and figures are clearly well-labelled.</p> <p>The results are well-presented.</p> <p>The data are analyzed using appropriate statistical tool.</p>	<p>All the 3 indicators are excellent.</p> <p>(15 pts.)</p>	<p>Only 2 indicators are excellent; 1 indicator is either good or fair.</p> <p>(12 pts.)</p>	<p>Only 1 indicator is excellent; others are either good or fair.</p> <p>(10 pts.)</p>
Reflection/Conclusion & Recommendation (10%)	<p>The study has addressed any policy issue.</p> <p>The reflection/conclusion answers the research questions and aligned with the findings.</p> <p>The reflection/recommendations offer concrete solutions to the problems of the study.</p>	<p>All the 3 indicators are excellent.</p> <p>(10 pts.)</p>	<p>Only 2 indicators are excellent; 2 indicators are either good or fair.</p> <p>(8 pts.)</p>	<p>Only 1 indicator is excellent; others are either good or fair.</p> <p>(7 pts.)</p>



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Scientific Content (10%)	<p>The study puts broader context/justification for research.</p> <p>The study discusses in a simple but concise manner.</p> <p>It is supported by sufficient related studies.</p>	<p>All the 3 indicators are excellent.</p> <p>(10 pts.)</p>	<p>Only 2 indicators are excellent; 1 indicator is either good or fair.</p> <p>(8 pts.)</p>	<p>Only 1 indicator is excellent; others are either good or fair.</p> <p>(7 pts.)</p>
References (5%)	<p>It observes in-text referencing.</p> <p>It observes proper citation.</p> <p>They are of varied sources.</p>	<p>All the 3 indicators are excellent.</p> <p>(5 pts.)</p>	<p>Only 2 indicator is excellent; 1 indicator is either good or fair.</p> <p>(3 pts.)</p>	<p>Only 1 indicator is excellent; others are either good or fair.</p> <p>(2 pts.)</p>



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Enclosure No. 02 of the Division Memorandum SGOD No. \_\_\_\_, s. 2024

**DIVISION RESEARCH COMMITTEE**

**Chairman:** **GILBERT B. BARRERA, CESE**  
Assistant Schools Division Superintendent

**Co-Chairs:** **MAYFLOR D. ROMUALDO**  
Chief ES-SGOD  
**ARLENE ROSA G. ARQUIZA**  
Chief ES-CID

**Adviser:** **GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

**Members:**

**CID Representative on Requirement for Evaluation**

**RANDY E. PORRAS**

EPS-Science

**JULIUS D. CELETARIA**

EPS-English

**JOSEPH R. PILOTOS**

EPS-Values Education

**MARY ANN C. UMADHAY**

EPS-Filipino

**RONA L. BRED**

EPS-Mathematics

Finance Representatives:

**SHERYLL A. MORADAS**

Admin Officer V (Budget)

**JONEL G. SOLOMON**

Accountant III

**Secretariat:**

**ERNIE P. PAMA**

EPS-SGOD

**MA. DIANNE JOY R. dela FUENTE**

SEPS-Planning & Research

**ALEJANDRO S. REGINALDO, JR.**

Planning Officer III

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Enclosure No. 03 of the Division Memorandum SGOD No. \_\_\_\_, s. 2024

**TECHNICAL WORKING COMMITTEE**  
(2024 Division Research Congress)

Over-all Chairperson:	Ma. Dianne Joy R. dela Fuente SEPS-PRS
Co-Chairperson:	Ernie P. Pama EPS-SGOD
Registration Committee:	
Chairperson:	Jonald S. Cadiao
Members:	Evangeline C. Comages South & East Cluster Research Coordinator
Program Committee:	
Chairperson:	Junaflor R. Sucaldito
Member:	John G. Bayugos
Food Committee:	
Chairperson:	Janice P. Suboc
Members:	Evangeline C. Comages West & Central Cluster Research Coordinators
Technical & Documentation:	
Chairperson:	Alejandro Reginaldo
Members:	Nomer F. Buenavente North Cluster Research Coordinator
Monitoring & Evaluation:	
Chairperson:	Mohani A. Paguita
Member:	Junaflor R. Sucaldito
Health Committee:	
Chairperson:	Katrina May Monsale, MD
Co-chairperson:	Aiza Bunsu, DMD
Member:	Jonalee Y. Arquiza, RN Catherine Joy Q. Maratas, RN April Jane Duadua, RN
Ways & Means/Logistics:	
Chairperson:	Engr. Oliver Godoy
Members:	Engr. Keiff Humfrey Bedia Secondary Cluster Research Coordinators

Mayflor D. Romualdo

*Chief ES-SGOD*

Arlene Rosa G. Arquiza

*Chief ES-CID*

Gilbert B. Barrera, CESE

*OIC-Asst. Schools Division Superintendent*

Gildo G. Mosqueda, CEO VI

*Schools Division Superintendent*

**Consultants**



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