



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

August 12, 2025

DIVISION MEMORANDUM
SGOD NO. 114, s. 2025

**CALL FOR SUBMISSION OF THE RESEARCH ENTRIES FOR THE
2025 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 adherence to the DepEd Order No. 16, s.2017 or the Research Management Guidelines, and realizing the Division Research Agenda, this Office calls for the submission of completed Research Papers as entries to the **2025 Division Research Congress which will be held on September 26, 2025 in Koronadal City**, specific venue will be announced in a separate memorandum.
2. This activity aims to:
 - a. showcase the latest research conducted in the school and division, aiming to strategically improve governance mechanisms, especially completed research under BERF;
 - b. strengthen further alignment of research initiatives with the Basic Education Research Agenda (BERA); and
 - c. foster the culture of conducting research in aid of evidence-based policy formulation, program development, and replication of research-enabled practices.
3. The participants in this activity are the Chief Education Supervisors, Education Supervisors, Section Heads, Members of the SGOD, interested and qualified School Heads, Master Teachers, Teachers, and Basic Education Research Fund Researchers who have completed their research projects.



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Hence, Cluster Schools and Secondary Schools through the Cluster/School Research Coordinator **shall encode the details of the research and proponent on the link <https://tinyurl.com/2025DRCTitles> on or before August 17, 2025. Furthermore, the link will automatically close at 5 PM on the submission deadline and will no longer accept entries.**

4. 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-1A &1B; b) Child Protection; c) Human Resource and Development; and d) Governance cum Cross-cutting, in both Oral and Poster Categories. **Hence, all research papers to be submitted shall undergo screening and evaluation through the Cluster and Secondary School Research Coordinators.**
5. The 2025 Research Guidelines and List of Technical Working Group and Program Management Team are attached for your reference.
6. The participants and research entries are enjoined to adhere to the following schedules:

| Date and Time | Activity | Remarks |
|-----------------------------|--|--|
| August 17, 2025, 5 PM | Deadline for submission of Research Titles on the link | https://tinyurl.com/2025DRCTitles |
| August 22, 2025 | Submission of Research entries (hard copy and ecopy) | SGOD- Planning & Research Section https://tinyurl.com/2025ResearchPapers |
| August 26-September 5, 2025 | Screening and Evaluation of submitted Research Papers | Division Research Committee |
| September 8, 2025 | Announcement of Qualified Research Paper | SGOD- Planning & Research Section |



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|---------------------|--|-----------------------------------|
| September 23, 2025 | Submission of Research Presentation | 2025 DRC TWG |
| September 26, 2025 | Division Research Congress | Koronadal City |
| October 1, 2025 | Submission of Winning Research Papers to the RO-PPRD | SGOD- Planning & Research Section |
| October 22-24, 2025 | Regional Research Congress | RO-PPRD SDO-SGOD-PRS |

7. Expenses for the participants' meals and snacks, training supplies, and other incidental expenses shall be charged against the Special Education Fund (SEF), while the traveling expenses shall be charged to the school's local funds, subject to the usual accounting and auditing rules and regulations.
8. For concerns and clarifications, contact *Ma. Dianne Joy R. dela Fuente, SEPS-PRS*, through email address ma.delafuente004@deped.gov.ph
9. For information, dissemination, and compliance.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

MDJRdF/SGOD/DM-2025 – CALL FOR SUBMISSION OF THE RESEARCH ENTRIES FOR THE 2025 DIVISION RESEARCH CONGRESS/ AUGUST, 2025



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Enclosure No. 01 to Division Memorandum SGOD No. 114, s. 2025

2025 DIVISION RESEARCH CONGRESS GUIDELINES

1. The research congress is open to all research enthusiasts in the Department of Education, particularly Division Supervisors, teaching, related teaching, and non-teaching personnel.
2. The Congress shall focus on showcasing educational and action research 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 1A: Teaching and Learning (Instruction & Curriculum); Theme 1B: Teaching and Learning (Learners, Assessment, and Learning Outcomes); 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 (*single space, A4 size bond paper, Arial font, font size 11, 1 inch margin on all sides*), shall be submitted on the given schedule. Submitted research papers shall follow the file naming convention *Theme#_Surname_SCHOOL_DRC2025* (Ex. **Theme1B_delaFuente_SDO_DRC2025**). 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 (Action Research)

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 Methodology
 - a. Research Method
 - b. Participants and Other Sources of Data Information
 - c. Data Gathering Methods
 - d. Data Analysis Techniques
- V. Discussion of Results
- VI. Reflection (Qualitative Research)/ Conclusion & Recommendation (Quantitative Research)
- VII. References (APA Style 7th Edition)



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B. Poster Presentation (Action Research)

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 Methodology
 - a. Research Method
 - b. Participants and Other Sources of Data Information
 - c. Data Gathering Methods
 - d. Data Analysis Techniques
- V. Discussion of Results
- VI. Reflection (Qualitative Research)/ Conclusion & Recommendation (Quantitative Research)
- VII. References (APA Style 7th Edition)

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 interpellation.
 - b. All presenters have a copy of their research paper.
 - c. All presentations shall be given to the technical team at least 3 days before the congress.
 - d. All presenters shall provide 1 copy for the judge.
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 a vertical (portrait) layout on 48x36 inch poster, Arial font style, and not less than 18 font size. 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 attached as Annex 1 and 2, respectively.
10. The maximum number of research proponent/s per paper is three (3).
11. Adjudicators shall choose the top three (3) best research papers as 1st Place, 2nd Place, and 3rd Place Best Paper. Certificate of Recognition and cash prizes shall be awarded to the top three papers per category and theme.



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Annex 1 to Enclosure No. 01 of the Division Memorandum SGOD No. 114, s. 2025

A. RUBRICS FOR ORAL PRESENTATION

| CRITERIA | INDICATORS | RATING | | |
|---------------------------------|--|---|---|---|
| | | Excellent | Good | Fair |
| Part I. Oral Presentation (15%) | | | | |
| Delivery (10%) | <ul style="list-style-type: none">There is manifestation of mastery of the topic;There is observance of the elements of speech (pronunciation, enunciation, voice inflection);The presenter stimulates interest of the listeners. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair (9 pts) | Only 1 indicator is excellent; others are either good or fair (8 pts) |
| Logical Presentation (5%) | <ul style="list-style-type: none">The results of the study are presented logically from context & rationale down to conclusion & recommendation.Unity and coherence are observed all through every part of the presentation.Slide decks follow the standards and are easy to comprehend. | All the 3 indicators are excellent. (5 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |
| Part II. Research Content (85%) | | | | |
| Title (5%) | <ul style="list-style-type: none">The title is specific/appropriate.It captures the essence (purpose, scope/respondents of the study) of the research.The 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. (4 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |
| Context & Rationale (10%) | <ul style="list-style-type: none">The background of the study is well-presented.The general purpose of the study is discussed comprehensively.There are at least five related literature and studies cited. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |



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| Intervention/ Innovation/ Strategy (IIS) (10%) | <ul style="list-style-type: none"> It clearly describes the IIS being initiated. The IIS is aligned and appropriate to the identified problem being undertaken. The concepts should be straight to the point and focus on essential aspects only. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |
| Methodology (10%) | <ul style="list-style-type: none"> The research design is appropriate and there is an explanation why it is chosen. There is a mention of data collection tools and data analysis techniques to be used; they are appropriate for the type of data collected. It uses appropriate sampling techniques. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |
| Discussion of Results (15%) | <ul style="list-style-type: none"> The graphs, tables and figures are clearly well labelled. The results are well presented. The data are analyzed using appropriate statistical tool. | All the 3 indicators are excellent. (15 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (12 pts.) | Only 1 indicator is excellent; others are either good or fair. (10 pts.) |
| Summary of Findings/ Conclusion & Recommendation (10%) | <ul style="list-style-type: none"> The study has addressed any policy issue. The reflection/conclusion answers the research questions and aligned with the findings. The reflection/recommendations offer concrete solutions to the problems of the study. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 2 indicators are either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |



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| Scientific Content (5%) | <ul style="list-style-type: none"> The study puts broader context/justification for research. The study discusses in a simple but concise manner. It is supported by sufficient related studies at least minimum of 5. | All the 3 indicators are excellent. (5 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |
| References (5%) | <ul style="list-style-type: none"> It observes in-text referencing. It observes proper citation. They are of varied sources. | All the 3 indicators are excellent. | Only 2 indicator is excellent; 1 indicator is either good or fair. | Only 1 indicator is excellent; others are either good or fair. |
| Writing Mechanics (5%) | <ul style="list-style-type: none"> 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. (4 pts.) | Only 1 indicator are excellent; others are either good or fair. (3 pts.) |

B. RUBRICS FOR POSTER PRESENTATION

| B. RUBRIC FOR POSTER PRESENTATION | | | | |
|-----------------------------------|--|---|---|---|
| CRITERIA | INDICATORS | RATING | | |
| | | Excellent | Good | Fair |
| Part I. Poster Display (20%) | | | | |
| First Impression (5%) | <ul style="list-style-type: none">• The color schemes used, are easy on the eye.• The font size or style is easily readable.• The poster stimulates interest and discussion. | All the 3 indicators are excellent. (5 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |
| Layout (10%) | <ul style="list-style-type: none">• It is easy to follow the sequence in the poster.• There is a good flow of information (logical layout of information). | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is | Only 1 indicator are excellent; others are |



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|--|---|---|---|--|
| | <ul style="list-style-type: none"> The lay-out is appropriate. | | either good or fair. (9 pts.) | either good or fair. (8 pts.) |
| Writing Mechanics (5%) | <ul style="list-style-type: none"> 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. (4 pts.) | Only 1 indicator are excellent; others are either good or fair. (3 pts.) |
| Part II. Research Content (80%) | | | | |
| Title (5%) | <ul style="list-style-type: none"> The title is specific/appropriate. It captures the essence (purpose, scope, and respondents of the study) of the research. The 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. (4 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |
| Abstract (5%) | <ul style="list-style-type: none"> 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. (5 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |
| Context & Rationale (10%) | <ul style="list-style-type: none"> The background of the study is well-presented. The general purpose of the study is discussed comprehensively. There are at least five related literature and studies cited. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |
| Research Questions/ Objectives (5%) | <ul style="list-style-type: none"> They are clearly stated. They are aligned with the research title. | All the 3 indicators are | Only 2 indicators are | Only 1 indicator is |



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|---|---|---|---|--|
| | <ul style="list-style-type: none"> The research questions are contextualized by the proponent. | excellent. (5 pts.) | excellent; 1 indicator is either good or fair. (4 pts.) | excellent; others are either good or fair. (3 pts.) |
| Intervention, Innovation & Strategy (IIS) (10%) | <ul style="list-style-type: none"> It clearly describes the IIS being initiated. The IIS is aligned and appropriate to the identified problem being undertaken. The concepts should be straight to the point and focus on essential aspects only. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |
| Methodology (10%) | <ul style="list-style-type: none"> The research design is appropriate and there is an explanation why it is chosen. There is a mention of data collection tools and data analysis techniques to be used; they are appropriate for the type of data collected. It uses appropriate sampling techniques. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |
| Discussion of Results (15%) | <ul style="list-style-type: none"> The graphs, tables and figures are clearly well labelled. The results are well presented. The data are analyzed using appropriate statistical tool. | All the 3 indicators are excellent. (15 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (12 pts.) | Only 1 indicator is excellent; others are either good or fair. (10 pts.) |
| Reflection/ Conclusion & Recommendation (10%) | <ul style="list-style-type: none"> The study has addressed any policy issue. The reflection/ conclusion answers the research questions and aligned with the findings. The reflection/ recommendations offer concrete solutions to the problems of the study. excellent. | All the 3 indicators are excellent. (10 pts.) | Only 2 indicators are excellent; 2 indicators are either good or fair. (9 pts.) | Only 1 indicator is excellent; others are either good or fair. (8 pts.) |



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|-------------------------|---|--|---|---|
| Scientific Content (5%) | <ul style="list-style-type: none">• The study puts broader context/justification for research.• The study discusses in a simple but concise manner.• It is supported by sufficient related studies. | All the 3 indicators are excellent. (5 pts.) | Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |
| References (5%) | <ul style="list-style-type: none">• It observes in-text referencing.• It observes proper citation.• They are of varied sources. | All the 3 indicators are excellent. (5 pts.) | Only 2 indicator is excellent; 1 indicator is either good or fair. (4 pts.) Only 1 indicator is excellent; others are either good or fair. (3 pts.) | Only 1 indicator is excellent; others are either good or fair. (3 pts.) |



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Annex 2 to Enclosure No. 01 of the Division Memorandum SGOD No. 114, s. 2025

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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Enclosure No. 02 to Division Memorandum SGOD No. 114, s. 2025

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

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 to Division Memorandum SGOD No. 114, s. 2025

TECHNICAL WORKING COMMITTEE
(2025 Division Research Congress)

Over-all Chairperson: **Ma. Dianne Joy R. dela Fuente**
SEPS-PRS

Co-Chairperson: **Ernie P. Pama**
EPS-SGOD

Registration Committee:
Chairperson: **John G. Bayugos**
Members: **Evangeline C. Comages**
South & East Cluster Research Coordinator

Program Committee:
Chairperson: **Junaflor R. Sucaldito**
Member: **Brendon A. Moises**

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: **Akifah H. Guinod, 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

Asst. Schools Division Superintendent

Gildo G. Mosqueda, CEO VI

Schools Division Superintendent

Consultants



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Enclosure No. 04 to Division Memorandum SGOD No. 114, s. 2025

MATRIX OF ACTIVITIES
2025 Division Research Congress
September 26, 2025
Koronadal City

| Time | Activity | Responsible Person |
|-------------------|---|--|
| 7:30 – 8:00 AM | Registration | Secretariat |
| 8:01 AM – 8:30 AM | Opening Program | AVP Nomer F. Buenavente |
| | <i>Prayer</i> | |
| | <i>National Anthem</i> | |
| | <i>Regional & Tacurong Hymn</i> | |
| | <i>Welcome Remarks</i> | Gilbert B. Barrera, CESE ASDS |
| | <i>Recognition of Participants</i> | Ernie P. Pama EPS-SGOD |
| | <i>Statement of Purpose</i> | Mayflor D. Romualdo Chief ES-SGOD |
| | <i>Message</i> | Gildo G. Mosqueda, CEO VI Schools Division Superintendent |
| | <i>Mechanics of the 2025 Research Congress</i> | Ma. Dianne Joy R. dela Fuente SEPS |
| | <i>Presentation of Adjudicators</i> | John G. Bayugos PDO II |
| 9:01AM – 5:00 PM | Oral Presentation Theme 1 & Theme 2 Theme 3 & Theme 4 | Arlene Rosa G. Arquiza, CID Chief Mayflor D. Romualdo, SGOD Chief Identified Adjudicators |
| | Poster Presentation | Arlene Rosa G. Arquiza, CID Chief Mayflor D. Romualdo, SGOD Chief Identified Adjudicators |
| 5:01 PM – 5:30 PM | Awarding of Winners | |
| 5:31 – 6:00 PM | Closing Program <i>Acknowledgement</i> <i>Concluding Prayers</i> | |



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