



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

April 8, 2024

DIVISION MEMORANDUM

No. 0084 s. 2024

DIVISION RESEARCH IMPLEMENTATION PROGRAM CY 2024

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Administrators
School Research Coordinators
School Research Enthusiasts
All other concerned

1. Learning is the core of the Department of Education's (DepEd) mandate. Being a learner-centered government institution, DepEd actively integrates the learning process into its execution of education policies and programs, aligning with its overarching vision, mission, and core values.
2. The Department of Education maintains its momentum through a commitment to evidence-based practices. By leveraging rigorous research evaluation, the division learned from past experiences to refine its strategies. Additionally, policy studies help identify key challenges and develop effective solutions.
3. Schools Division of Panabo City's research activities are meticulously designed to bolster evidence-based policymaking within both schools and the Division Office. Attached are the timelines and guidelines of activities in the Division Research Implementation Program CY 2024.
4. All expenses incurred relative to these activities are chargeable against School MOOE / LGU-SEF / Division MOOE funds subject to the usual accounting and auditing rules and regulations.
5. For your information and guidance.

For and in the absence of the Schools Division Superintendent

BASILIO P. MANA-AY JR. CESO VI

Assistant Schools Division Superintendent
Officer In Charge, Office of the Schools Division Superintendent

Incl.: As stated
SGOD/ABA/ESD



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RECORDS SECTION - DO PANABO CITY
BY:



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Enclosures to Division Memorandum No. _____ s. 2024

**Timelines of Activities in the Division Research Implementation
Program CY 2024**

1: TIMELINES

Dates	Activities	Accountable Person/ Participants
March 5, 2024	Technical Assistance to the CY 2024 Division Researchers With this link: https://meet.google.com/rww-abzc-twp	CY 2024 Division Researchers Coaches and Mentors
April 29, 2024 @ 2:30 P.M.		
May 24, 2024 @ 2:30 P.M.		
August 9, 2024 @ 2:30 P.M.		
April 25, 2024	Coaching Uploading of Completed Researching Studies at the E-Saliksik Portal	Division BERF Grantees
May 3-4 & 13, 2024 (Blended)	Crafting of Policy Brief	CY 2023 Division Research Presenters and BERF Grantees
August 2-3, 2024	Training on Advancing Research Excellence: Empowering Masteral and Doctoral Graduates as Effective Research Presenters	Teachers, School Heads and Division Office Personnel
September 20-21, 2024	Division Enhancement Workshop on Research / Division Research Summit 2024	Teachers, School Heads and Division Office Personnel



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**Guidelines on the Division Enhancement Workshop on Research /
Division Research Summit 2024**

1. **2024 Division Research Summit**

The Schools Division of Panabo City will be conducting the **Division Enhancement Workshop on Research / Division Research Summit 2024** on September 20-21, 2024.

2. **The Research Presentation**

- The research presentation will be in two categories namely:
 1. Oral Research Presentation;
 2. Poster Research Presentation;
- The invited panel of adjudicators shall serve as expert judges and reactors for each category.
- Identified panel of adjudicators shall evaluate and rate by using the given criteria in the score sheet.
- Adjudicators will be rating and submitting the score of each in an online manner.
- The decision of the panel of adjudicators shall be final and irrevocable. The rating sheets are considered personal notes of the panel of adjudicators and shall not be given to any contestant or requesting party but may be submitted to SGOD Office – Planning and Research Section for record purposes.
- Electronic copies of the completed papers or presentation must be submitted online to the email address of the SEPS for Planning and Research @ erick.dalumpines@deped.gov.ph on or before July 26, 2024
- The research papers must be aligned and are categorized into four themes, namely:
 - Child Protection
 - Human Resource Development
 - Governance
 - Teaching and Learning
- The research presentation will be judged based on the soundness of its content.



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- Research presentation should earn at least 70 or more points to qualify for the award.
- If a lone research presentation exists, the score of 70 points or more must be met in order to be qualified for such award.
- For papers with multiple authors or researchers, only one author/researcher is allowed to present. But for as long as the co-author(s)/researcher(s) have registered for and attended the Division Research Summit 2024, they are still be provided the necessary certificates of presentation.
- The top three (3) awardees for each category will receive a certificate of recognition during the virtual awarding ceremony which is scheduled on September 20-21, 2024.
- Selection of the Research Presentation in the Division Research Summit 2024 must be guided by the research presentation guidelines and the criteria for judging:

Oral Research Presentation

- Each presenter is advised to prepare a 10-minutes presentation containing the introduction, objectives, and methodology. The rest of the presentation must contain a discussion on the important results and recommendation of the research.
- Maximum of 8-10 slides per presentation and a 5-minute Question & Answer portion will be administered right after the presentation.
- The presenter is encouraged to be in corporate attire.
- Judging shall be based on the provided guidelines and criteria indicated in the score sheet.

Poster Research Presentation

- Content is important but keep it concise. Use appropriate text style and size. Use high-end good quality images or figure to illustrate complex sets of numbers or texts not to impress viewers with complex artistry. Have a clear and obvious set of conclusions, after the abstract; this is where the viewers' eyes will wander.
- A 5-minute Question & Answer portion will be administered.
- The poster must contain the following and ensure that the font size must be readable.



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TITLE

Name of the
Researcher/s

Suggested Contents:

Abstract 250 words
Background
Objective
Significance
Methods
Results and Discussion
Recommendations
References

- The presenter is encouraged to be in corporate attire.
- Judging shall be based on the provided guidelines and criteria indicated in the score sheet.



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**Division Enhancement Workshop on Research /
Division Research Summit CY 2024**
September 21-22, 2024

P R O G R A M M E

Date / Time	Activities	Persons Involved
September 20, 2024		
9:00 AM- 12:00 AM	<i>Hanging of Tarpaulins</i>	<i>Secretariat</i>
12:00 PM – 1:30 PM	<i>Registration</i>	<i>Secretariat</i>
1:30 PM – 2:30 PM	<i>Gallery walk</i>	<i>Researchers and Participants</i>
2:00 PM – 11:00 PM	<i>Oral and Poster Presenter</i>	<i>Researchers and Participants</i>
September 21, 2024		
8:00 AM – 8:15 AM	<i>Registration</i>	<i>Secretariat</i>
8:15 AM – 10:30 PM	<i>Continuation Oral and Poster Presenter</i>	<i>Researchers and Participants</i>
10:30:00 PM – 12:30 PM	<i>Awarding / Closing Program</i>	<i>Secretariat</i>



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**Guidelines of the Division Enhancement Workshop on Research/
Division Research Summit CY 2024**
September 20-21, 2024

1. Division Research Enhancement Workshop / Division Research Summit CY 2024

The Department of Education, Division of Panabo will conduct the Division Enhancement Workshop on Research /Division Research Summit CY 2024 on September 20-21, 2024

2. The Presentation

2.a. The presentation will be in two categories namely: Oral Presentation and Poster Presentation; and

2.b. The panel of judges and reactors shall be the sole person to act as judge and reactors. An orientation of the panel of judges and reactors shall be conducted prior to the actual presentation.

Oral Presenter:

Maximum of 10 slides and 10 minutes presentation and 5 minutes question and answer after the presentation;


Submit technical paper in one (1) copy.

The presenter is encouraged to be in corporate attire.

Poster Presenter:

Poster Size

2.5 ft Width


TITLE
Name of the Researcher/s
Suggested Contents:
Abstract 250 words
Background
Objective
Significance
Methods
Results and Discussion
Recommendations
References

5 ft Height

Note: Plain Black and White

The presenter is encouraged to be in corporate attire.



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Oral Presentation Evaluation Criteria

Category	Score
Depth of Content <ul style="list-style-type: none">Research deals with an important issue in the field of study, includes goals/ motivating questions that provide the audience with sense of the study's main idea; andComplete explanation of key concepts and theories drawing upon relevant literature, as well as a clear description of the results and important of the results	70
Organization <ul style="list-style-type: none">Presentation is clear, logical and organized; the listeners can follow line of reasoning	10
Presentation Style <ul style="list-style-type: none">Level of presentation is appropriate for the audience;Presentation is a planned conversation and paced for audience understanding	10
Communication Aids <ul style="list-style-type: none">Communication aids are prepared in a professional manner and enhance the presentation;Information is organized to maximize audience understandingDetails are minimized so that main points stand out.	10
Total	100



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September 20-21, 2024

Poster Presentation Evaluation Criteria

CONTENT Clarity of content; Quality of content (background, methodology, findings, etc); Originality and complexity of study; Significance of study to the theme; and Coherency of the study from the title down to the recommendations	60
ORGANIZATION Important information is readily available and easy to grasp; Clearly identified topics and purpose; Informative and clear topic summary; Layout (organized and it captures interest); and Appropriate font size and use of visual aids.	20
DELIVERY Professional and confident; Engaged with the audience; Clear voice with good pace; Command of language / avoiding jargon; and Responds to question	10
OVERALL IMPRESSION / QUALITY Consistently clarifies, restates, and respond to questions; and Summarizes when needed	10
Total	100