



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**SGOD 2025- 0019**

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

Subject: **DIVISION RESEARCH IMPLEMENTATION PROGRAM CY 2025**

Date: January 14, 2025

1. Learners are the heart of the educational mission and initiatives of the Department of Education. As a learner-centered institution, DepEd actively integrates the learning process into the execution of its education policies and programs, ensuring alignment with its overarching vision, mission, and core values.
2. The Department of Education, Schools Division of Panabo City, reaffirms its commitment to evidence-based practices by conducting rigorous evaluation research. Such research provides opportunities to draw lessons from past experiences, identify areas for improvement, and define problems to generate innovative solutions.
3. The research activities of DepEd, Schools Division of Panabo City, are purposefully designed to strengthen evidence-based policymaking within schools and the Division Office. Attached to this memorandum are the timelines and guidelines for activities under the Division Research Implementation Program for Calendar Year 2025.
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.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

RELEASED

JAN 24 2025

Incl.: As stated  
SGOD/ABA/ESD



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**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.





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Enclosures to Division Memorandum No. \_\_\_\_\_ s. 2025

**Timelines of Activities in the Division Research Implementation  
Program CY 2025**

<b><u>Dates</u></b>	<b><u>Activities</u></b>	<b><u>Accountable Person/ Participants</u></b>
January 24, 2025	Technical Assistance to the CY 2025 Division Researchers	CY 2025 Division Researchers Coaches and Mentors
February 28, 2025		
June 20, 2025		
February 14, 2025	Coaching and Uploading of Completed Researching Studies at the E-Saliksik Portal	Division BERF Grantees and CY 2024 Division Researchers
July 3-4 & 11, 2025 (Blended)	Crafting of Policy Brief	CY 2024 Division Research Presenters and BERF Grantees
August 6-8, 2025	Division Enhancement Workshop on Research / Division Research Summit 2025	School Researchers, New School Heads and Division Office Personnel
September 11, 2025	Training -Workshop on the Utilization of Completed Research Studies	School Heads and Division Office Personnel





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**Guidelines on the Division Enhancement Workshop on Research /  
Division Research Summit 2025**

1. **2025 Division Research Summit**

The Schools Division of Panabo City will be conducting the **Division Enhancement Workshop on Research / Division Research Summit 2025** on August 6-8, 2025.

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](mailto:erick.dalumpines@deped.gov.ph) on or before July 16, 2025.
- 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 August 6-8, 2025.
- 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/  
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August 6-8, 2025

Oral Presentation Evaluation Criteria

Category	Score
Depth of Content <ul style="list-style-type: none"><li>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; and</li><li>Complete explanation of key concepts and theories drawing upon relevant literature, as well as a clear description of the results and important of the results</li></ul>	70
Organization <ul style="list-style-type: none"><li>Presentation is clear, logical and organized; the listeners can follow line of reasoning</li></ul>	10
Presentation Style <ul style="list-style-type: none"><li>Level of presentation is appropriate for the audience;</li><li>Presentation is a planned conversation and paced for audience understanding</li></ul>	10
Communication Aids <ul style="list-style-type: none"><li>Communication aids are prepared in a professional manner and enhance the presentation;</li><li>Information is organized to maximize audience understanding</li><li>Details are minimized so that main points stand out.</li></ul>	10
<b>Total</b>	<b>100</b>



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August 6-8, 2025

Poster Presentation Evaluation Criteria

<b>CONTENT</b> 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
<b>ORGANIZATION</b> Important information is readily available and easy to gasp; 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
<b>DELIVERY</b> Professional and confident; Engaged with the audience; Clear voice with good pace; Command of language / avoiding jargon; and Responds to question	10
<b>OVERALL IMPRESSION / QUALITY</b> Consistently clarifies, restates, and respond to questions; and Summarizes when needed	10
<b>Total</b>	<b>100</b>