



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

20 Sep 2024

DIVISION MEMORANDUM
SGOD No. **101**, s. 2024

REGISTRATION PROCESS IN THE CONDUCT OF 10th DIVISION
RESEARCH CONGRESS

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors and Coordinators
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Division Memorandum SGOD No. 080 s. 2024 titled, **Call for Submission of Papers for the 10th Division Research Congress**, the Schools Division of South Cotabato through the School Governance and Operations Division – Planning and Research Section shall spearhead the conduct of the 10th Division Research Congress on September 27, 2024 at Paraiso Verde, City of Koronadal.
2. Anent this, the Division Research Committee has developed a registration process during the conduct of the said activity. A registration fee of one thousand three hundred pesos (1,300.00) shall be collected to cover two snacks and one lunch for one day. The Division Cash Section shall manage the collection of registration fees from September 23 to 25, 2024.
3. These are the procedures that shall be strictly followed.
 - a. Participants and Research Presenters shall pay the registration fee at the Division Office Cash Section;
 - b. The Municipal Research Coordinators shall collect the official receipts and email to Blessy Joie P. Barnuevo at blessyjoie.barnuevo@deped.gov.ph for the preparation and issuance of meal stubs and certificates; and
 - c. Meal stubs and certificates shall be released to the Municipal Research Coordinators.
4. All research proponents who have submitted their official entries shall be required to register.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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5. Registration fee, traveling expenses, and other incidental expenses of the participants shall be charged to school MOOE or other local funds subject to the usual auditing and accounting rules and regulations.
6. All Municipal Research Coordinators are hereby directed to facilitate the registration process of their respective participants and research entries.
7. School Heads concerned shall ensure that the participation of teachers in this activity shall strictly comply with the no-disruption of classes policy stipulated in DepEd Order No. 9, s. 2005 titled, **Instituting Measures to Increase Engaged Time-on-Task**.
8. For further inquiries, please contact Blessy Joie P. Barnuevo, Senior Education Program Specialist for Planning and Research Section at blessyjoie.barnuevo@deped.gov.ph
9. Immediate dissemination of and strict compliance with this memorandum is directed.


LEONARDO M. BALALA CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

STUDIES

CONFERENCES

BJB/DM – registration process in the 10th division research congress
0000/September 20, 2024



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