



Republic of the Philippines
Department of Education

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

04 Apr 2024

DIVISION MEMORANDUM
SGOD No. **042** s. 2024

CONDUCT OF THE TENTH DIVISION RESEARCH CONGRESS

To: Schools Division Superintendent
Functional Division Chiefs
Section, and Unit Heads
Public Schools District Supervisors/Cluster Heads
Public Elementary and Secondary Schoolheads
All Others Concerned

1. In its quest to maintain its ISO Certified status, the SDO South Cotabato strives to achieve its strategic objectives by promoting evidence-based decision-making in conformity with the set quality standards of ISO 9001:2015. In line with this, the Schools Division of South Cotabato through the Planning and Research Section shall conduct the 10th Division Research Congress on August 23, 2024 at 8:00 a.m. in a venue to be announced in a separate memorandum.
2. With the theme, "Navigating the Depth and Breadth of Action Researches: Maximizing Research-Based Intervention Mechanism in the Division of South Cotabato," this year's research congress aims to:
 - a. showcase the latest researches conducted towards strategically improving access, quality and governance of basic education;
 - b. strengthen alignment of research initiatives with the Basic Education Research Agenda;
 - c. capacitate educators and policy makers 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. To maximize the opportunity to learn high quality research, the participants to this Congress are selected Researchers from schools, selected Schoolheads, selected Public Schools District Supervisors, members of the Steering Committee, Technical Working Group, and Division Research Committee.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines

Department of Education

SCHOOLS DIVISION OF SOUTH COTABATO

Enclosure No. 3 to Division Memorandum SGOD No. _____, s, 2024 and the research abstract with passport size ID picture with white background to <https://tinyurl.com/10thDRC-Upload> on or before August 5, 2024.

5. For the **10th Division Research Congress Guidelines** and Forms/Templates, personnel concerned are advised to refer to these Enclosures.
 - a. Enclosure No. 1 – **10th Division Research Congress Guidelines**
 - b. Enclosure No. 2 – **Proforma for Research Entry**
 - c. Enclosure No. 3 – **Immediate Supervisor's Conforme**
 - d. Enclosure No. 4 – **Declaration of Anti-Plagiarism**
 - e. Enclosure No. 5 – **Declaration of Absence of Conflict Of Interest**
6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO VI
Schools Division Superintendent

Enclosure: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

SCHOOLS

AAP/DM- conduct of the tenth division research congress
0000/April 04, 2024



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: south.cotabato@deped.gov.ph



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

NINTH DIVISION RESEARCH CONGRESS GUIDELINES

1. The Congress shall focus on showcasing Educational Researches conducted in the school, district 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 and Curriculum); Theme 1B: Learners' Assessment & Learning Outcomes; Theme 2: Child Protection; Theme 3: Human Resource Development; and Theme 4: Governance & Cross-Cutting Themes.

2. The research proponent shall use the DepEd prescribed outline for Action Research described below. It should contain the following:

A. Oral Presentation

- Title
- Abstract (not more than 200 words)
- Context & Rationale
- Action Research Questions
- Innovation, Intervention and Strategy
- Action Research Methods (including research respondents and instruments)
- Results and Discussion (presented on the basis of the research questions)
- Reflection (Quantitative)/ Conclusion & Recommendation (Qualitative)
- References (APA Style)

B. Poster Presentation

- Title Abstract
- Abstract (not more than 200 words)
- Context and Rationale
- Action Research Questions
- Innovation, Intervention and Strategy
- Action Research Method
 - Participants and other Sources of Data / Information
 - Data Gathering Methods
- Results and Discussions
- Reflection (Quantitative)/ Conclusion & Recommendation (Qualitative)
- Action Plan / Proposed Program

3. Both Oral and Poster Research Paper shall be guided by the following format:

- Font: Arial
- Font size: 11



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



Republic of the Philippines

Department of Education

SCHOOLS DIVISION OF SOUTH COTABATO

- Spacing: Single
 - Margins: Left (1.5") Right, Top & Bottom (1")
 - Must be softbound in **3 copies** with **YELLOW PVC Cover** and **Black duct tape**.
 - Attach the following enclosures;
 - Research Proforma (Enclosure 2) in the **FIRST PAGE**
 - Immediate Supervisor's Conforme (Enclosure 3)
 - Declaration of Anti-Plagiarism (Enclosure 4)
 - Declaration of Absence of Conflict of Interest (Enclosure 5)
4. Paper Presenters shall be guided by the following pointers:
- The Oral Presentation shall last for 15 minutes with 5 minutes for open forum.
 - LCD projector shall be provided by the organizer.
 - Presenters may distribute hand-outs / brochures to interested participants after the presentation.
5. For Poster Presentation, presenters are directed to use vertical (portrait) layout 48 inches by 36 inches size. Font size should not less than Arial 18. Poster Presenters shall prepare his/her own poster stand. It shall be displayed on the designated area day before the congress proper.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: south.cotabato@deped.gov.ph



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

PROFORMA FOR RESEARCH ENTRY

Research Title: _____

Research Proponent/s: _____

Position: _____

Name of School: _____

Division: _____

District: _____

Email Address _____

Mobile No. _____

Research Category: (Kindly Check)
 Oral Presentation Poster Presentation

Research Theme / Sub-Theme: (Kindly Check)

Theme 1-A: Teaching and Learning (Instruction and Curriculum)
 Theme 1-B: Learners' Assessment & Learning Outcomes
 Theme 2: Child Protection
 Theme 3: Human Resource Development
 Theme 4: Governance & Cross-Cutting



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research study. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate
Supervisor Position/Designation: _____
Date: _____

Name and Signature of Immediate
Supervisor Position/Designation: _____
Date: _____

Name and Signature of Immediate
Supervisor Position/Designation: _____
Date: _____





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

DECLARATION OF ANTI-PLAGIARISM

1. I, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research study and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this study shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____





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

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per Research Management Guidelines.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education for any conflict of interest which I have intentionally concealed.

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

