



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

**Office of the Schools Division
Superintendent**

14 Feb 2025

DIVISION MEMORANDUM
SGOD No. **021**, s. 2025

CALL FOR SUBMISSION OF PAPERS FOR THE 11TH DIVISION
RESEARCH CONGRESS

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

1. In reference to DepEd Order No. 16, s. 2017 titled, **Research Management Guidelines**, this office, through the School Governance and Operations Division - Planning and Research Section is calling for the submission of papers for the 11th Division Research Congress on August 8, 2025.

2. With the theme, *"Bridging Research and Practice: Strengthening Research-Based Innovation in the Schools Division of South Cotabato,"* this year's research congress aims to:

- a. showcase the latest research conducted towards strategically improving governance mechanisms that created favorable effects on access and quality of basic education;
- b. strengthen further alignment of research initiatives with the Basic Education Research Agenda (BERA);
- c. capacitate educators and policymakers on effective research techniques and methodologies; and
- d. foster the culture of conducting quality research through evidence-based policy review, program development, and replication of research-based practices.

3. The procedures for the online submission of municipal official research entries are contained in Enclosure No. 1, while the guidelines for conducting the 11th Division Research Congress are found in Enclosure No. 2.



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



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4. A registration fee of 1,500.00 shall be collected to cover lunch and two snacks. The registration fee, traveling expenses, accommodation, tarpaulin, tarpaulin stand, and incidental expenses of the participants to the venue are chargeable against school MOOE or local funds subject to the usual auditing and accounting rules and regulations. The SDO Cashier Section shall manage the registration fees of the participants.

5. The number of official research entries per municipality shall be endorsed based on the following themes of the Basic Education Research Agenda (BERA) indicated below:

Research Themes	No. of Research Entries	
	Oral Presentation (Action Research)	Poster Presentation (Action Research)
Theme 1-A: Teaching and Learning (Sub-themes: Instruction & Curriculum)	1	3
Theme 1-B: Teaching and Learning (Sub-themes: Learners, Assessment, Learning Outcomes)	1	3
Theme 2: Child Protection	1	3
Theme 3: Human Resource Development	1	3
Theme 4: Governance cum Cross-cutting Themes (Disaster Risk Reduction Management, Inclusive Education, and Gender and Development)	1	3

6. All municipalities are directed to submit the official municipal research entries for both the Oral and Poster Categories online on or before **July 4, 2025**.

7. For further inquiries, please contact Blessy Joie P. Barnuevo, Senior Education Program Specialist for the Planning and Research Section, at blessyjoie.barnuevo@deped.gov.ph or 0960-6477-954.

8. For dissemination, information, and compliance of all concerned.



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LEONARDO M. BALALA CESO V
Schools Division Superintendent

Encl.: As stated
Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

STUDIES

CONFERENCES

BJPB/DM-call for submission of papers for the 11th division research congress
0000/February 10, 2025



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Enclosure 1 to DM SGOD No. _____ s. 2025

Steps for the Online Submission of Municipal’s Official Research Entries

To establish a system for properly organizing research papers, all Municipal Research Coordinators are hereby directed to follow these steps for the online submission of the municipality's official research entries. The entries are classified into the following categories:

A. Official Entries for Poster Research Presentation Category:

Step 1: Name the file to be uploaded as: MUNICIPALITY – Name of the Research Proponent/s (e.g. Lake Sebu – Blessy Joie P. Barnuevo).

Step 2: Using DepEd Email, access the link:
<https://bit.ly/POSTER11thDIVISIONRESEARCHCONGRESS>

Step 3: After accessing the link, click the appropriate folder corresponding to the Research Theme:

Research Themes	Theme/Sub-themes/Cross-cutting Themes
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 cum Cross-cutting Themes: <ul style="list-style-type: none"> - Disaster Risk Reduction Management - Inclusive Education - Gender and Development

Step 4: Upload the municipal’s official research entry document to the appropriate folder.



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B. Official Entries for Oral Research Presentation Category:

Step 1: Name the file to be uploaded as: MUNICIPALITY– Name of the Research Proponent/s (e.g. Lake Sebu – Blessy Joie P. Barnuevo).

Step 2: Using DepEd Email, access the link:

<https://bit.ly/ORAL11thDIVISIONRESEARCHCONGRESS>

Step 3: After accessing the link, click the appropriate folder corresponding to the Research Theme:

Research Themes	Theme/Sub-themes/Cross-cutting Themes
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 cum Cross-cutting Themes: <ul style="list-style-type: none">- Disaster Risk Reduction Management- Inclusive Education- Gender and Development

Step 4: Upload the municipal's official research entry document to the appropriate folder.



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Enclosure 2 to DM SGOD No. _____ s. 2025

11th Division Research Congress Guidelines

1. The 11th Division Research Congress is open to all researchers and enthusiasts in the South Cotabato Division and endorsed by the Municipal based on the results of the Municipal Research Congress.

2. With the theme, **“Bridging Research and Practice: Strengthening Research-Based Innovation in the Schools Division of South Cotabato,”** the 11th Division Research Congress will focus on showcasing educational basic and action research conducted at the school, district, and municipal levels. The aim is to address issues related to basic education access, quality, and governance. The congress will concentrate on the following themes: based on the National Basic Education Research Agenda (BERA) - Theme 1: Teaching and Learning; Theme 2: Child Protection; Theme 3: Human Resource Development; and Theme 4: Governance cum Cross-cutting Themes on Disaster Risk Reduction Management (DRRM), Inclusive Education & Gender and Development (GAD).

3. The management of the research congress shall be handled by SDO South Cotabato, specifically by the SGOD – Planning and Research Section.

4. The Municipal Research Coordinator shall upload one copy of the full version of their paper, not exceeding 3,500 words in a single space, using A4-size bond paper with “Bookman old style” font style and font size “11” on or before August 8, 2025.

5. The format shall be strictly followed. The full version of the paper with the “author, date” in-text referencing format, shall have the following parts:

A. Oral Presentation (Action Research)

- Title
- Abstract
- 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/or Other Sources of Data and Information
 - c. Data Gathering Method
 - d. Data Analysis Techniques
 - V. Discussion of Results
 - VI. Reflection (*Qualitative Research*) or Conclusion and Recommendation (*Quantitative Research*)



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B. Poster Presentation (Action Research)

- Title
 - Abstract
 - 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/or Other Sources of Data and Information
 - c. Data Gathering Method
 - d. Data Analysis Techniques
 - V. Discussion of Results
 - VI. Reflection (*Qualitative Research*) or Conclusion and Recommendation (*Quantitative Research*)
6. Presenters for the Oral Category shall be guided by the following pointers:
- a. The oral presentation shall last for **15 minutes per Oral Presenter** with **5 minutes for interpellation**.
 - b. The availability of an LCD projector will be provided by the organizer.
 - c. Each paper presenter for the Oral Presentation will present the following key points: Abstract, Context, and Rationale; Action Research Questions/Objectives; Innovation, Intervention, and Strategy; Action Research Methodology; Discussion of Results; and Reflection (for Qualitative Research) or Conclusion and Recommendations (for Quantitative Research); and References.
7. Presenters for the Poster Category shall adhere to the following guidelines:
- a. Use a vertical (portrait) layout at **48x36 inches size**.
 - b. The font size is not less than **"18"**.
 - c. The poster should include the following: Title; Abstract; Context and Rationale; Action Research Questions; Innovation, Intervention, and Strategy; Action Research Methods; Discussion of Results; Reflection (*Qualitative Research*) or Conclusion and Recommendation (*Quantitative Research*), and References.
 - d. Participants shall prepare the stand. It shall be displayed in the designated area on the scheduled date of the Poster Presentation.



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8. The proforma for the research entry shall be as follows:

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 cum Cross-cutting Themes (Disaster Risk Reduction Management, Inclusive Education, and Gender and Development)

FULL VERSION OF THE PAPER

(Not exceeding 3,500 words should be strictly followed)