



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway P-6, Casisang, Malaybalay City

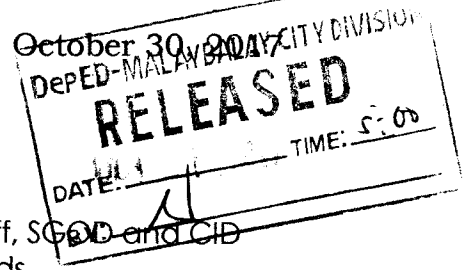
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Tayo
PARA SA
EDUKASYON

DIVISION MEMORANDUM

No. 574 s. 2017



TO: Chief/ Education Program Supervisors and Staff, SGOD and CID
Public Elementary and Secondary School Heads
All Others concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
OIC- Schools Division Superintendent

DATE: October 30, 2017

SUBJECT: DIVISION RESEARCH CONGRESS

1. DepEd Division of Malaybalay City through the Schools Governance and Operations Division Planning and Research Section will hold the 2017 Division Research Congress on **November 6-7, 2017** at Loiza's Pavilion, Casisang, Malaybalay City.
2. The gathering shall be highlighted by research presentations (oral and poster) of the district winners, properly endorsed by the District Supervisors.
3. Participants to this activity are the Schools Division Superintendent, Chiefs (SGOD & CID), Education Program Supervisors, Senior Education Program Specialist, Education Program Specialists (SGOD & CID), Research Coordinators, Public Schools District Supervisors (PSDS), School Heads, and Research Presenters.
4. The Research competition shall be in Oral and Poster Presentations and mechanics of the competition is found in the enclosures.
5. Registration will start at 6:30 a.m. on November 6, 2017. Travelling expenses and other incidental expenses relative to the participation of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. The following enclosures provide the details about the activity:

- Enclosure No. 1 -Research Congress Guidelines
- Enclosure No. 2 -Registration Form
- Enclosure No. 3 -Criteria for Judging Best Paper
- Enclosure No. 4 -Criteria for Judging Best Presenter
- Enclosure No. 5 -Distribution of Participants
- Enclosure No. 6 -Proforma for Research Entry
- Enclosure No. 7 -Indicative Schedule
- Enclosure No. 8 -Working Committees

7. For clarification and information, please contact Vicente G. San Miguel, Senior Education Program Specialist, Planning & Research Section at mobile number 09977430320.

8. Immediate dissemination of and strict compliance with this Memorandum is desired.

Encls.: As stated

Reference: DO No. 16, s. 2017

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

CONGRESS RESEARCH

Planning & Research Section

GUIDELINES

1. Only entries submitted on the set deadline, October 27, 2017, properly endorsed by the Public Schools District Supervisor shall be considered for the contest.
2. Entries in both oral and poster presentations shall be submitted in three (3) copies, properly labeled using the Research Proforma (Enclosure No. 6)
3. A total of 22 research entries shall be made available for judging.

Theme 1 – Teaching and Learning	14 Entries
Theme 2 – Child Protection	5 Entries
Theme 4 – Governance (to include GAD, DRRM)	1 Entry
Inclusive Education	2 entries
4. (Winners for each category)
 - Oral Cat: Best Paper (5 per theme); Best Presenter (1 per theme)
 - Poster: Best Poster (5 per theme); Best Paper (1 per theme)

Best Paper

- 1st
- 2nd
- 3rd

Oral Category	Poster Category
1 st	1 st
2 nd	2 nd
3 rd	3 rd
Special Award (Taken from 1 st to 3 rd)	
Oral Category	Poster Category
Best Presenter per theme	Best Paper per Theme

5. The Best Presenter for Oral Presentation and the Best Poster for each theme in the two categories will receive Certificates of Recognition.
6. Judging shall be done following this criteria:

A. Full Research in Hard Copy	<u>60%</u>
Research	25%
Clear Focus	20%
Reasoning and Organization	25%
Documentation	15%
Writing Mechanics	15%
TOTAL	100%

B. Oral Presentation	<u>40%</u>
Organization	40%
Reasoning	30%
Delivery	20%
Stage Presence	10%
TOTAL	100%

C. Poster Presentation	<u>40%</u>
Organization	40%
Content	30%
Delivery	20%
Stage Presence	10%
TOTAL	100%

7. Presenters are advised to use vertical poster layout at 48" x 36" inches' size. It includes the abstract, content and layout of the poster.
8. The following time frame for oral presentation shall be strictly observed:
 - 10-15 minutes for oral presentation
 - 5 minutes per panel reactor
9. To enforce strict observance of the time, color coding scheme should be followed:
 - Green light - Start of the Presentation
 - Yellow light - 5 minutes (warning)
 - Red light - 8 minutes (stop)
10. Each judge/reactor has to give recommendations on how the research findings can be replicated or utilized for policy directions, enhancement of existing programs and policy formulation for new innovative educational reforms.

REGISTRATION FORM

District: _____

Name (Surname, First Name, M.I.)	Position	School	Category	Theme

(Please use additional sheet, if needed)

Prepared by:

District Research Coordinator

Certified Correct:

Public Schools District Supervisor

CRITERIA FOR JUDGING BEST PAPER

BEST PAPER

A. Research (25%)

Does the paper contain enough information to back up its ideas? Are there enough sources of information? Are the sources reliable? Are they current? Are they varied and balanced, especially on controversial issues? When appropriate, has the paper used different types of sources such as books, journals, newspapers, interviews, or the internet?

B. Clear Focus (20%)

Is the topic clear? Is it relevant to the conference theme? Is it clearly introduced at the beginning of the paper? Are the body of the paper and its conclusion clearly related to the topic?

C. Reasoning and Organization (25%)

Are the key concepts defined and presented in a clear way? Does the paper's argument follow a logical outline? Are the parts of the paper coherent? Are they logically connected?

Is information presented clearly? When appropriate, did the paper use statistics, tables, and/or graphs?

D. Documentation (15%)

Is the information documented in the body of the paper? Are the sources cited in the APA Style? Are they in the right places?

Does the paper's "References" page list all the works cited in the paper and no other? Are they cited correctly?

E. Writing Mechanics (15%)

Is the paper free of grammatical, spelling, and typing errors? Are the sentences short, clear, and free of unnecessary jargon?

Reference: (DepEd Memorandum No. 168, s. 2012)

CRITERIA FOR JUDGING BEST PRESENTER

BEST PRESENTER

A. Organization (40%)

Is talk well-prepared? Is topic clearly stated? Is structure & scope of talk clearly stated in introduction? Is speaker summed up main points in conclusion? Is speaker formulated conclusions and discussed implications

B. Reasoning (30%)

Are the key concepts defined and presented in a clear way? Does the paper's argument follow a logical outline? Are the parts of the paper coherent? Are they logically connected?

Is information presented clearly? When appropriate, did the paper use statistics, tables, and/or graphs?

C. Delivery (20%)

Is information given consistently accurate? Are facts and calculations correct? Is the presenter responds well to questions? Is the presenter able to restate and summarize when needed? Is the presenter able to control flow of questions and focus of discussion? Is the presenter able to respond confidently?

Is visual aid prepared in professional manner? Is font large enough to be seen by all? Are contents well organized? Are main points stand out?

D. Stage Presence (10%)

Is the presenter manifests the following: Looked relaxed and confident? Controlled nervous hand movements? Used appropriate body language? Established good eye contact? Initially maintained eye contact throughout talk? Was aware of the audience response? Relaxed movement and posture?

DISTRIBUTION OF PARTICIPANTS

Districts/Division Staff	SDS	Division Chiefs (SGOD & CID)	District Research Coordinators	PSDS	School Heads/ Teachers	EPS/SEPS / EPS 2	Presenters	TOTAL
MCD 1			1	1	3		-	5
MCD 2			1	1	3		1	6
MCD 3			1	1	4		9	15
MCD 4			1	1	3		2	7
MCD 5			1	1	3		4	9
MCD 6			1	1	3		-	5
MCD 7			1	1	3		6	11
MCD 8			1	1	3		2	7
MCD 9			1	1	3		-	5
MCD 10			1	1	4		3	9
Division Office	1							1
Staff	5							5
SGOD		1				12		13
CID		1				11		12
Guests	4							4
Total	10	2	10	10	32	23	27	114

LIST OF IDENTIFIED PARTICIPANTS

Name	Designation	Division/Section
Edilberto L. Oplenaria, LPT, CESO VI	Schools Division Superintendent	OSDS
Sibyl L. Maputi	Administrative Officer V-Budget	OSDS
Florabelle R. Porras	Administrative Officer IV- Records	OSDS
Rufelia J. Limbengco	Administrative Officer IV- Cash	OSDS
Guia. Ma. G. Gamutin	Administrative Officer IV- Personnel	OSDS
Dary S. Daguimol	Administrative Officer IV- Supply	OSDS
Rhysa Cyle C. Rosalejos, CPA	Administrative Officer IV- Records	OSDS
Atty. Ophelia Pilar R. Zamora	Attorney III	OSDS
John Paul Arias	ITO III	OSDS
Jutchel L. Nayra, DPA	Administrative Officer V	OSDS
Lorenzo O. Capacio, EdD	Chief ES	SGOD
Rosie A. Salupado, LPT	Education Program Supervisor	SGOD
Vicente G. San Miguel, LPT	OIC-SEPS	Planning & Research
Novem A. Sescon, LPT	Planning Officer III	Planning & Research
Marsifith M. Mamawag, LPT	EPS II	SocMob
Edwin Cariaga, LPT	OIC-SEPS	HRD
Edelina Ebor, LPT	OIC-SEPS	M & E
Maitale B. Israel, LPT	OIC-EPS II	M & E
Jimdandy Lucine, LPT	PDO II	SocMob
Paterno T. Padua Jr.	PDO I	SocMob
Lucilyn M. Cahucom, LPT	PDO I	SocMob
Virgilyn R. Pizarro, LPT	Education Program Supervisor	CID
Ma. Concepcion S. Reyes, LPT	Education Program Supervisor	CID
Romil T. Jabonero, LPT, EdD	Public Schools District Supervisor	CID
Carlos G. Rara, LPT	Public Schools District Supervisor	CID
Jovy G. Molina, LPT	Public Schools District Supervisor	CID
Noel A. Tan Nery, LPT	Public Schools District Supervisor	CID

Coslita K. Muring,LPT	Public Schools District Supervisor	CID
Manny B. Pimentel,LPT ,EdD	Public Schools District Supervisor	CID
Jesus V. Muring,LPT, EdD	Public Schools District Supervisor	CID
Aba Q. Allaba,LPT, PhD	Public Schools District Supervisor	CID
Bonifacio M. Palo,LPT	Public Schools District Supervisor	CID
Ferdinand V. Mortera,LPT	Public Schools District Supervisor	CID
Schools and Learning Centers	School Heads	School Heads/District Coordinator
District 1		1
Kalasungay Central School	1	
Patpat ES	1	
Kalasungay NHS	1	
Total	3	4
District 2		1
Sumpong Central School	1	
Can-ayan IS	1	
MAKIBA ES	1	
Total	3	4
Bukidnon National High School	4	1
Total	4	5
District 4		1
Malaybalay City Central School	1	
BCT ES	1	
Casisang National High School	1	
Total	3	4
Casisang Central School	1	
San Jose ES	1	
Malaybalay City National HS	1	
Stand Alone SHS	1	
Total	4	5
District 6		1
Aglayan Central School	1	
Malaybalay City Science HS	1	
Laguitas ES	1	4
Total	7	
District 7		1
Bangcud Central School	1	
Bangcud National HS	1	
Padernal ES	1	
Total	3	4
District 8		1
San Roque ES	1	1
San Martin-Agro Industrial HS	1	
Apo Macote NHS	1	
Total	3	4
District 9		1
Managok Central School	1	
Managok National High School	1	
Matangpatang ES	1	
Total	3	4
District 10		1
Zamboanguita Central School	1	
St. Peter ES	1	
Silae ES	1	
St. Peter NHS	1	
Total	4	5

PROFORMA FOR RESEARCH ENTRY

Title: _____

Research Proponent: _____

Position: _____

Division/District: _____

Oral Presentation: Kindly check (//)

Theme 1

Theme 2

Theme 3

Theme 4

Poster Presentation: Kindly check (//)

Theme 1

Theme 2

Theme 3

Theme 4

FULL VERSION OF THE RESEARCH PROJECT
(Not exceeding 3,000 words)

Endorsed by: (Schools Division Research Committee)

INDICATIVE SCHEDULE

Time	Day 1	Day 2
6:30 a.m.-8:00 a.m.	Registration	
8:00 a.m.-8:30 a.m.		Paper Presentation
8:30 a.m.-9:45 a.m.	Opening Program	
9:45 a.m.-12:00 n.n.	Paper Presentation	
12:00 n.n.-1:00 p.m.	Lunch Break	
1:00 p.m.-2:00 p.m.	Gallery Walk: Poster Presentation	Gallery Walk: Poster Presentation
2:00 p.m.-3:00 p.m.	Paper Presentation	
3:00 p.m.-5:00 p.m.		

WORKING COMMITTEES

Committee	Coordinators	District / School Counterparts	Specifications
Program & Invitation	Maitele B. Israel Edelina M. Eborá	Mary Fe Gumayao	-Prepares and sends invitation letters and programs -Hosts the day to day activity - Prepare the Scoring Sheets.
Secretariat	Edwin A. Cariaga	Hazallel Sambayon	-Coordinates with speakers and judges as to arrival and departure -Arranges accommodation of guests and judges at the venue
Awards	Marsifith M. Mamawag	Zelda Arceno	Prepares the Certificates for awarding and assist in the awarding Ceremony.
Registration	Lucilyn M. Cahucom	Arlene Gantalao	-Checks the daily attendance of participants -Retrieves attendance sheets properly filled in
Stage Decoration	Vince G. San Miguel	Everardo Calopez	-Puts up stage decorations for Opening Program, Closing Program and Awarding Night
Physical Arrangement	Engr. Leslie Fontanilla	Evermold Berial	-Checks hall arrangement of the venue to suit with the activity -Labels tables of the Participants, judges, registration, Coordinators
Reception	Dra. Marjun Fulgencio Keziah Fatima M. Un	Jocelyn Balino	-Ushers participants to respective tables -Coordinates for leis of guests and judges
Documentation	Paterno Padua Jr.	Nedy Mar Quiblat	-Documents the day to day activities
Multi-Media	Ralph Simon L. Mabulay	Teofilo L. Ontoy	-Takes charge of the ICT, sound system and other related functions
Transportation	Jimdandy S. Lucine	Teofilo L. Ontoy	-Requests for service vehicles to be used during the duration of the congress
Food & Refreshment	Alma Molina	Liza Balintongog	-Monitors food handling and food serving
Floor Director	Keziah Fatima M. Un		-Facilitates the lineup of awardees -Sees the order of awardees
Timer/ Session Facilitator Theme 1-4	Gretchen V. Catane	Noel Tan Nery Coslita K.Muring	-Facilitates the session of the concern theme -Sets the time of the presentation
Poster Presentation In-charge	Ethyl Jane Binayao		Facilitates the session of the concern theme -Sets the time of the presentation
Evaluation	Maitele B. Israel Edelina M. Eborá	ITO	Lead the conduct of the Monitoring and Evaluation