



Department of Education
Region X - Northern Mindanao
Division of Malaybalay City

071-249-11-398
DEPED MALAYBALAY CITY DIVISION
RELEASED
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BY: [Signature]

DIVISION MEMORANDUM

No. 398, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Schools and District Research Coordinators
This Division

FROM: *N* VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent *e*

DATE: November 7, 2019

SUBJECT: DIVISION RESEARCH CONGRESS 2019

1. This Office will hold the 2019 Division Research Congress on **December 19 - 21, 2019**. The venue will be announced later.
2. The gathering shall be highlighted by research (oral and poster) conducted in the field, properly endorsed by the School heads.
3. Participants to this activity are the Schools Division Superintendent (SDS), Assistant Schools Division Superintendent (ASDS), Division Chiefs (CID and SGOD) Education Program Supervisors, Senior Education Program Specialist-Planning and Research, Research Coordinators, and Research Presenters.
4. Research competition shall be in Oral and Poster Presentations. Mechanics are found in the enclosures.
5. Board and lodging of the participants are charged against Human Resource Training and Development funds while transportation, 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. Registration at the venue will start at 12:30 p.m. on December 19, 2019.
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

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"Continuing the legacy of providing Quality Basic Education for a progressive Malaybalay City"

- Enclosure No. 5 -Distribution of Participants
- Enclosure No. 6 -Proforma for Research Entry
- Enclosure No. 7 -Indicative Schedule
- Enclosure No. 8 -Working Committees

7. Queries related to this can be relayed to Vince G. Sanmiguel, Senior Education Program Specialist, Planning and Research Section at 09778091156.

Encls.: As stated

Reference: DO No. 16, s. 2017

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

CONGRESS RESEARCH

Copy furnished:

Records Unit

Planning & Research Section

To be posted in the website.

PRS/vince

GUIDELINES

1. Only entries submitted on the deadline, **November 29, 2019 (Friday)**, properly endorsed by the School heads shall be considered for the presentation.
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. Research entries in Four (4) themes shall be made available for judging.
 - Theme 1 – Teaching and Learning (*English, Filipino, Araling Panlipunan, TLE, Science, EsP, Mathematics and MAPEH*)
 - Theme 2 – Child Protection
 - Theme 3 – Human Resource Development
 - Theme 4 – Governance
4. (Winners for each category)
 - Oral Category: Best Paper (5); Best Presenter (1)
 - Poster: Best Poster (5) Best Paper (1)

Oral Category	Poster Category
1 st	1 st
2 nd	2 nd
3 rd	3 rd
4 th	4 th
5 th	5 th

Special Award (Taken from 1 st to 5 th)	
Oral Category	Poster Category
Best Presenter (1)	Best Paper (1)

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

A. Full Research in Hard Copy	60%
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.

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

DISTRICT	SDS	ASDS	Division Chiefs (SGOD & CID)	Research Coordinator	EPS/PSDS	Presenters	TOTAL
1						5	5
2						5	5
3						5	5
4						5	5
5						5	5
6						5	5
7						5	5
8						5	5
9						5	5
10						5	5
Division Office	1	1	2	10	5		19
Staff	1						1
TOTAL	1	1	2	10	5	0	70

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: (School Research Committee)

INDICATIVE SCHEDULE

TIME	DAY 1	DAY 2	DAY 3
6:30 a.m.- 8:00 a.m.	Arrival and Registration	Breakfast	
8:00 a.m.- 8:30 a.m.		Paper Presentation	Closing Program
8:30 a.m.- 9:45 a.m.			
9:45 a.m.- 12:00 n.n.		Lunch Break	
12:00 n.n.- 1:00 p.m.			
1:00 p.m.- 2:00 p.m.	Opening Program	Gallery Walk: Poster Presentation	Homeward Bound
2:00 p.m.- 6:30 p.m.	Paper Presentation		

WORKING COMMITTEES

Committee	Division Counterparts	District Counterparts	Specifications
Program & Invitation	Vicente G. San Miguel	District 5 Hazel Sambayon	-Prepares and sends invitation letters and programs -Hosts the day to day activity
Registration, Reception and Secretariat	Ria K. Alcuizar	District 7 Angie Peria	-Coordinates with speakers and judges as to arrival and departure -Arranges accommodation of Participants, guests and judges at the venue -Retrieves attendance sheets properly filled in -Ushers participants to respective tables -Coordinates for leis of guests and judges
Awards and Floor Director	Edelina M. Eborá	District 2 Jeremy Lagunday	-Get the result from the judges and prepare the awards. Ensure that awards are complete and accurate. -Facilitates the lineup of awardees -Sees the order of awardees
Stage Decoration and Physical Arrangement		District 4 Mars Sumalinog	-Puts up stage decorations for Opening Program, Closing Program and Awarding Night -Checks hall arrangement of the venue to suit with the activity -Labels tables of the 10 Districts, judges, ICT, registration, Division Office and Coordinators
Documentation, Multi-Media and Transportation	Jimdandy Lucine	District 3 Dindo Gabales	-Documents the day to day activities -Takes charge of the ICT, sound system and other related functions -Requests for service vehicles to be used during the duration of the congress
Food & Refreshment	Mary Gladys Dublas	Mary Fe Gumayao	-Monitors food handling and food serving
Timer/ Session Facilitator	Rio Arbutante	Hazel Sambayon and Ria K. Alcuizar	-Facilitates the session of the concern theme -Sets the time of the presentation
Poster Presentation In-charge			- Sets the area for poster presentation
Evaluation	Mary Gladys Dublas		- Conduct monitoring and evaluation of the activity