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Republic of the Philippines

Department of Education

DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 399, s. 2019

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

FROM: *[Signature]* VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE: November 8, 2019

SUBJECT: 2019 DIVISION SHS STUDENTS RESEARCH CONGRESS

1. This Office will hold the 2019 Division Research Congress on December 5-6, 2019 at Veranda, Casisang, Malaybalay City.
2. The gathering shall be highlighted by research presentations (oral and poster) of the Senior High School Students this Division.
3. Participants to this activity are the Schools Division Superintendent (SDS), Assistant Schools Division Superintendent (ASDS), Division Chiefs (CID, SGOD), Division SHS Coordinator, Senior Education Program Specialist-Planning and Research, Research Adviser, Research Coordinators in indicated schools (SHs) and Student Research Presenters.
4. Research competition shall be in Oral and Poster Presentations. Mechanics are found in the enclosures.
5. Each secondary school shall send two representatives one (1) for oral presentations and one (1) for poster presentation. Registration at the venue will start at 6:30 a.m. on December 5, 2019.
6. 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 while participants meals and accommodation will be charged from the Special Education Fund.
7. The following enclosures provide the details about the activity:
Enclosure No. 1 -Research Congress Guidelines
Enclosure No. 2 -Registration Form

Sayre Highway P-6, Casisang, Malaybalay City
Website: depedmalaybalay.net email: depedmalaybalay@gmail.com
Tel: (088) 221 - 4597 / Telefax: (088)813 - 2894

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

- 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

8. Queries related to this can be relayed to Vicente G. Senior Education Program Specialist, Planning & 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

PPRD/vince

GUIDELINES

1. Only entries submitted on the set deadline, **November 22, 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. Student's research entries in pure, applied and social sciences, languages shall be made available for presentation.
4. (Winners for each category)
 Oral Cat: Best Paper (3 per theme); Best Presenter (1 per theme)
 Poster: Best Poster (3 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 panel/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

Division: _____

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

(Please use additional sheet, if needed)

Prepared by:

School Research Coordinator

Certified Correct:

School Principal

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

DIVISION	SDS	ASDS	Division Chief (SGOD & CID)	SEPS- Research/ Research Coordinator	Research/teacher Adviser	Division SHS Coordinator	Student Observers	Judges and staff	Student Presenters	TOTAL
Division Office	1	1	2	1		1				6
BNHS-main					1				4	5
BNHS- Imbayao					1				2	3
BNHS-Dalwangan					1				2	3
MNHS-Main					1				6	7
MNHS-Miglamin					1				2	3
MNHS-Lalawan					1				2	3
Silac NHS					1				2	3
St. PNHS					1				2	3
SMAINHS					1		5		2	8
CIS					1				2	3
BIS					1				2	3
CNHS					1				2	3
CSHS					1				2	3
MCNHS					1				2	3
MCNSHS					1				6	7
Bngcud NHS					1				6	7
AMNHS									2	2
SIHS					1				2	3
SMHS					1				2	3
SIC					1				2	3
BBCA					1				2	3
BCA					1				2	3
CICS					1				2	3
MATI					1				2	3
STI					1				2	3
Staff and Judges								6		6
TOTAL										105

PROFORMA FOR RESEARCH ENTRY

Title:

Research Proponent: _____

Grade level and Section: _____

School/District: _____

Oral Presentation: Kindly check (/)

- Pure Science
- Applied Science
- Social Science
- Language
- Others Specify

Poster Presentation: Kindly check (/)

- Pure Science
- Applied Science
- Social Science
- Language
- Others Specify

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

Endorsed by: (Schools Research Committee)

INDICATIVE SCHEDULE

Time	Day 1	Day 2
6:30 a.m.-8:00 a.m.	Registration Breakfast	
8:00 a.m.-8:30 a.m.		
8:30 a.m.-9:45 a.m.	Opening Program	Paper Presentation
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	In charge	Responsibility
Program & Invitation	Vicente G. San Miguel	-Prepares and sends invitation letters and programs -Hosts the day to day activity
Awards & Certificates	Edelina M. Eborá	- Prepare the certificates, tokens and awards - Facilitates the lineup of awardees - -Sees the order of awardees
Registration /Secretariat/ Documentation	Novem A. Sescon	-Checks the daily attendance of participants -Retrieves attendance sheets properly filled in -Coordinates with speakers and judges as to arrival and departure -Arranges accommodation of guests and judges at the venue -Documents the day to day activities
Physical Arrangement/ Stage Decoration	Rio Arbutante	-Puts up stage decorations for The whole event. -Checks hall arrangement of the venue to suit with the activity -Labels tables of the 10 divisions, judges, and guests
Reception	Ria K. Alcuizar	-Ushers participants to respective tables -Coordinates for leis of guests and judges
Multi-Media/Presentation	Novem A. Sescon	-Takes charge of the ICT, sound system and other related functions
Food & Refreshment	Mary Gladys Dublas	-Monitors food handling and food serving
Evaluation		Conducts Evaluation of the Activity.