



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DAM-2021-10-583
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: _____ TIME: 2:01 pm
 BY: OCT 22 2021

DIVISION MEMORANDUM

No. 583, s. 2021

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary and Secondary School Heads

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

DATE: October 21, 2021

**SUBJECT: INVITATION TO CONTRIBUTE EDUCATIONAL ARTICLES FOR
 DEPED MALAYBALAY WEBSITE POSTING**

1. As released per Division Memorandum No. 571, s. 2021 that www.depedmalaybalay.net recommences of accepting Educational Articles through the Division Publication Committee, this Office hereby encourages and invites the teaching and non-teaching personnel of DepEd Malaybalay City Division to submit education articles for posting.
2. Further, this Office suggests that the submission of educational articles will adhere to the Division's Policy Guidelines on the Publication and will follow the Process Flow attached hereto.
3. Queries relative to this can be relayed to **Rachel R. Valde**, EPS/Division Publication Committee Chairman at 0926-076-4286.



PUBLICATION PROCESS FLOW OF THE DIVISION OF MALAYBALAY CITY

Pre-Acceptance Phase

- 1. District/School Pre-Assessment Phase**
 - ✓ *Articles must undergo pre-assessment and shall be endorsed by the district/school publication committee.*
- 2. Publish Call for Publication of Educational Articles**
 - ✓ *The Division of Malaybalay City will publish a memorandum/advisory to call for publication of Educational Articles.*
- 3. Submission of Educational Articles through Online Article Submission Form**

Following the specified format and criteria

 - ✓ *The author of the article must submit the articles following the format to the Online Article Submission Form.*
- 4. Verification Email/Confirmation Receipt to Authors and Co-Authors**
 - ✓ *The division publication committee will send a verification email/confirmation receipt to the authors and co-authors upon receipt of the submitted article.*
- 5. Internal Checks and Journal Editor Assessment on the New Submission of Educational Articles (Formatting)**
 - ✓ *The division publication committee will conduct internal checks and journal editor assessment on the structural and contextual format of the articles.*
- 6. Conduct of Blind peer review/evaluation of Article**
 - ✓ *The division publication committee will conduct double/blind peer review/evaluation of the submitted article.*
- 7. Notice of Acceptance, Revision and Rejection of the Educational Articles**

The division technical committee will send a notice of acceptance, minor/major revision and/or rejection of the educational articles.

 - ✓ *For Accepted Educational Articles undergo technical Modification.*
 - ✓ *For revision of articles, the author has 10 days for extensive minor revisions and 20 days for extensive major revisions to resubmit the article.*
 - ✓ *For rejected articles, the author could no longer proceed to the other phases of publication.*

Acceptance Phase

- 8. Submission and retrieval of Revised Educational Article**
 - ✓ *Revised/Accepted Educational articles will be submitted by the authors and retrieved by the Division Publication Committee.*
- 9. Subsequent Online Review/check (Plagiarism and Grammar Check)**
 - ✓ *Accepted Educational articles will undergo subsequent online review/check of grammar and plagiarism. (10% accepted percentage for plagiarism and 95% for Grammarly)*
- 10. Final Revision of the Article**
- 11. Formal Acceptance and Publication of Educational Article**
 - ✓ *The Division Publication Committee will send a formal acceptance and publication of educational article*

Post Acceptance Phase

- 12. Download certificate of publication, confirmation letter and published paper (Division Website)**
 - ✓ *Authors of approved publication may download certificate of publication, confirmation letter and published paper*