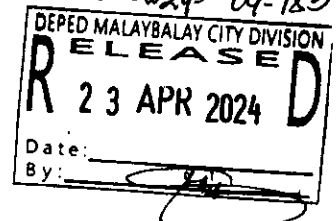




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

2024-92815

DM-2024-04-183



DIVISION MEMORANDUM

No. 183, s. 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

From: **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

Date: April 22, 2024

Subject: **2024 MALAYBALAY CITY DIVISION RESEARCH CONFERENCE
AND INNOVATION SUMMIT.**

1. Pursuant to DepEd Order No. 16, s. 2017, this Division will conduct research dissemination through **2024 Malaybalay City Division Research Conference and Innovation Summit on July 1-2, 2024**. The venue will be announce in the group chat.
2. Division Evaluation Research Committee, panel of reactors, working committee, and presenters are required to attend the activity.
3. District Research Coordinators shall submit the list of presenters qualified based on the set criteria, 3 hard copies of research papers of entries for the Division Research Conference, 3 hard copies of innovations utilized in action research using the prescribed format, and softcopy of the research entries and innovations to the Planning and Research Section of the School Governance and Operations Division on or before **May 17, 2024**.
4. Only entries submitted on the deadline, properly evaluated based on the set criteria and endorsed by the District Research Committee shall be considered for the presentation.
5. Researches will be presented orally while Innovations utilized in action research will be presented using poster presentation. Enclosed are the presentation guides.
6. Travel and allowable expenses maybe charged to local funds subject to availability of funds and must be disbursed in accordance to existing laws and regulations.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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7. Participation to the said activities shall be provided with Service Credits and/or Compensatory Overtime Credits (COC) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s.2004
6. Queries relative to this can be relayed to **RIA K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.

Copy furnished:
Records Unit
Planning and Research



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RESEARCH PRESENTATION GUIDELINES

1. All presenter shall use the prescribed template for the Research presentation.
2. The following time frame for oral presentation shall be strictly observed during the simultaneous breakout sessions:
 - a. 5-8 minutes oral presentation
 - b. 3 minutes per panel reactor for Q and A

INNOVATION POSTER PRESENTATION GUIDELINES

1. Innovation Poster Presenters are advised to use vertical poster layout at 48 x 36 inches size. It includes the layout on the content and details of the innovation readable from about ten feet away.
2. Presenters may use short sentences, simple words, bullets, graphics and photos to illustrate points in the layout of poster.
3. Copies of innovations should be printed using the prescribed template for those practitioners who may wish to utilize the innovations.
4. Innovators may be allowed to ask acknowledgement for the utilization of innovation from practitioners during the presentation.



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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



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