



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez Sts., Cagayan de Oro City
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February 24, 2014

Division MEMORANDUM

No. 56, s. 2014

TO: Education Program Supervisors
Public Schools District Supervisors/Districts In-charge
Elementary School Heads

FROM: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **FIRST DIVISION RESEARCH CONGRESS**

1. To upgrade our teachers' competence in research work, this office announces the Two-Day Division Research Congress on April 29-30, 2014 at Regional Educational Learning Center (RELC), Cagayan de Oro City.
2. All districts shall participate in the First Division Research Congress highlighting the 4 principles in School-Based Management Principles which are as follows: Leadership and Governance, Curriculum and Instruction, Continuous Improvement and Accountability and Resource Management and Mobilization.
3. Participants are one (1) school head and one (1) teacher from the elementary and secondary schools. All entries shall be anchored in SBM-based action research. There shall be a composition of panelists from each level which are as follows:
 - School level:**
 - Chairperson: School principal
 - Members: 2 master teachers
 - District level:**
 - Chairperson: PS District Supervisor
 - Members: 2 school heads
 - Division level:**
 - Chairperson: Dr. Erlinda G. Dael
 - Members: All research team members
4. Travel expenses, registration, speakers' honoraria and other incidental expenses (ink and papers for certificates) are chargeable against local school funds subject to availability of funds.
5. Attached hereto are the mechanics and criteria of the contests. Shall there be some queries, please see Dr. Erlinda G. Dael, EPS 1, or email at erlinda_dael@yahoo.com.
6. Deadline of submission for the Division Research entry is on April 15, 2014.

CLL/mma
Encl.: As stated

CRITERIA FOR JUDGING BEST PAPERS

Title: _____

Dimension: _____

Author: _____ School/District: _____

Area	Guide Questions	100%
Clear Focus 20%	<ul style="list-style-type: none"> • Is the topic clear? • Is it relevant to the educational outcomes? • Is it clearly introduced in the beginning of the paper? • Are the body of the paper and its conclusion clearly stated to the topic? 	
Research 25%	<ul style="list-style-type: none"> • Does the paper contain enough information to back up its ideas? • Are there enough sources of information? • Are the sources reliable? • Are they recent? • 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 in the internet? 	
Reasoning and Organization 25%	<ul style="list-style-type: none"> • 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? • Did the author/s quote only when necessary? If so, was the quote accurate word for word? • Did the author introduce every quotation and cite its source? 	
Documentation 15%	<ul style="list-style-type: none"> • Is the information documented in the body of the paper? Are the sources cited in APA Style? • Are they in the right places? 	
Writing Mechanics 15%	<ul style="list-style-type: none"> • Is the paper free of grammatical, spelling and typing errors? • Are the sentences short, clear, and free of unnecessary jargon? 	
	TOTAL	

Rater _____

GUIDELINES FOR RESEARCH PRESENTATIONS

Research presentations must conform to following set of Rules. Researchers and their research projects are judged on their **OWN merit** in meeting the Criteria for Judging rather than in comparison to other researchers or research projects.

The following rules are designed for better presentation skills to provide the presenter, the audience and judges with a uniform set of guidelines and decorum:

1. Each research project and presentation will be judged on its **own merit** in meeting the Criteria for Judging.
2. The researcher doing the presentation **must** be the one who conducted the research.
3. Each presenter will give his/her presentation in the same order as listed in the program.
4. The presentation should not exceed fifteen (15) minutes; proper notice will be given by the timekeeper. A green light shall be flashed in 10 minutes (meaning 5 minutes remaining time), a yellow light is flashed in 13 minutes (2 minutes left) and RED light is flashed after 15 minutes to signal the end of the presentation but the presenter still have 30 seconds (non-extendible) to wind up.
5. Presentation specifics:
 1. A researcher shall not be interrupted during his/her presentation and no one shall be permitted to enter or leave the room during the presentation.
 2. The researchers may use notes in their presentations but is not expected to use it obviously as it may distract the audience of the judges.
 3. Each paper presenter will present the **Gist** of the **introduction, research questions, methodology, summary of results and discussions, and conclusions & recommendations.**
 4. Any two-dimensional representation (charts, pictures, graphs, posters, slides, projections etc.) may be used to enhance and supplement the talk, but not to replace the speaker.
 5. The actual experiment may NOT be used in the presentation.
 6. No materials may be passed to the judges during the presentation. Only in rare, unique situations might the judges request materials during the questioning period.
 7. Specialized presentation media such as video recording, tape cassettes, computer screens, etc. should be used only when absolutely necessary to establish a point that cannot be made with standard media and should constitute at most 25% of the total speech.
 8. Upon completion of the presentation, the researcher may be questioned by the members of the BOARD OF JUDGES in a time period of NOT MORE THAN 3 MINUTES.

GUIDELINES OF THE CONTEST

A. Preliminaries:

1. Each school shall conduct an inventory of action research.
2. A letter request shall be submitted by the teacher to the school head for approval with attached proposal containing the title at the top followed by a brief background or introduction, objectives or problem, methodology, and bibliography.
3. The School Research team will check the documents submitted and return the paper with suggestions and comments.

B. Oral Presentation

Paper presenters shall be guided by the following pointers:

- a. The following time frame for oral presentation is strictly observed:
 - 10-15 minutes for oral presentation
 - 5 minutes per panel reactor
- b. To enforce strict observance of the time, color coding scheme should be followed:
 - Green Light - Start of the presentation
 - Yellow Light - 10 minutes
 - Red Light - 15 minutes
- c. Each Paper Presenter will present the **Gist** of the following:
 - Introduction;
 - Research Questions;
 - Methodology;
 - Summary of Results & Discussion; and
 - Conclusion & Recommendations.
- d. The Panel of Reactors is composed of Schools Division Superintendents and the Regional Chief. Each reactor has to give recommendations on how the research findings can be replicated or utilized for policy directions, enhancing of existing programs & policies or formulating new innovative educational reforms.



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PROFORMA FOR RESEARCH ENTRY

Title: _____

Research Proponent: _____
Position: _____

District/Division: _____

Oral Presentation: Kindly Check

- _____ Principle 1
- _____ Principle 2
- _____ Principle 3
- _____ Principle 4

Poster Presentation: Kindly Check

- _____ Principle 1
- _____ Principle 2
- _____ Principle 3
- _____ Principle 4

FULL VERSION OF THE RESEARCH PROJECT

(Not exceeding 3,000 words)

Endorsed by: (District Research Screening Committee)