



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Division Memorandum
No. 269 s. 2023

May 12, 2023

**TIMELINE OF EVENTS FOR THE CONDUCT OF SCHOOL-BASED,
DISTRICT AND DIVISION RESEARCH CONGRESS AND SUBMISSION OF
COMPLETED RESEARCH PAPER**

TO: Education Program Supervisors,
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
SDO Section Heads and Personnel
Teachers, All Others Concerned

1. In preparation for Research Conference for Academic Year 2023-2024, this Office through the planning and Research Unit announce the **TIMELINE OF EVENTS FOR THE CONDUCT OF SCHOOL-BASED, DISTRICT AND DIVISION RESEARCH CONGRESS AND SUBMISSION OF COMPLETED RESEARCH PAPER**
2. The research activities shall abide with guidelines stipulated in DepEd Order 16, s. 2017, re: Research Management Guidelines and other applicable guidelines thereto.
3. To ensure a timely and orderly conduct of research activities in accordance to DepEd Order No. 9, s. 2005 re: Instituting Measures to Increase Engaged Time-On-Task or “No Disruption-of-Classroom Policy” shall be adhered to; therefore, the activity must be conducted outside class hours; and that ethical issues in conducting research should be observed by the researcher.
4. Here is the suggested timeline to facilitate the research activities.

Date/Month	Activity	Level	Persons In-Charge
July 2023	School Based Research Proposal	School	School Principal School Research Committee Teacher/Researcher
August 2023	District Research Presentation	District	PSDS



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September 1-15, 2023	Submission of Research Proposals to Division	Division	Schools Division Research Committee (SDRC)
September 16-30, 2023	Approval of Research Proposals	Division	Schools Division Research Committee (SDRC)
October 2023	District Research Congress/Final Presentation	District	PSDS/SICs SDRCs District Research Committee Teacher/Researcher
November 2023	Revision/Editing of Final Paper for submission		Teacher/Researcher
December 2023	Submission of Completed Research paper to the Division Office		PSDS/SICs SDRCs District Research Committee

- To ensure quality research outputs, all researchers/presenters are required to incorporate all recommendations, and suggestions and other technical assistance provided by the panelist during their presentation prior to the submission of Completed Research Paper.
- The planning and Research Unit will **only accept research papers that are duly presented, approved, and endorsed by the District Research Committee to the Division.**
- Immediate dissemination and compliance of this memorandum is directed.


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