



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

August 16, 2019

DIVISION MEMORANDUM
No. 460, series 2019

TO :

Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts In-charge
School Heads, Public Elementary, Junior and Senior High Schools
Heads, Section and Units
Teaching, Teaching-Related and Non-Teaching Personnel

This Division

SUBJECT: **TIMELINES ON THE SUBMISSION OF GENERAL PAYROLLS
AND RESEARCH SUMMARIES (HARD COPIES) COMPLETED
BASIC OR ACTION RESEARCHES**

To ensure a timely, and orderly submission of General Payrolls and Research Summaries (in hard copies) of Basic or Action Researches conducted, this Office hereby issues the following timelines, to wit:

Date/s to Submit the General Payrolls/Research Summaries	Personnel from the following District/s and Office (junior and senior high schools included)
August 21, 2019	Lugait, Manticao, Binuangan and Sugbongcogon
August 22, 2019	Naawan, Initao, Kinoguitan and Balingoan
August 23, 2019	Gitagum, Libertad, Laguindingan, Talisayan and Medina
August 26, 2019	Alubijid, Opol, Magsaysay I and II
August 27, 2019	MOGCHS, Tagoloan and Division Office Personnel
August 28, 2019	Villanueva, Claveria I and II
August 29, 2019	Jasaan, Balingasag North and South
August 30, 2019	Lagonglong and Salay

Public Schools District Supervisors/Districts in-charge are directed to oversee and monitor the timely and orderly submission of General Payrolls and Research Summaries. Further, they are directed to facilitate the strict observance of the date/s of submission set by their respective districts and offices as specified in the timelines.

Attached is the template of the Research Summaries and its components for ready reference. These research summaries are to be extracted from the whole research. The Research Summary of each personnel should appear in one (1) page only containing the parts that are asked in the attached template.

School Heads are advised to prepare attachments strictly adhering to the following:

a. Prepare the documents in two (2) sets. One (1) set is for the Provincial Accounting Office and the other one (1) is for the Commission on Audit (COA-Province).

b. The compilation of the attachments shall start with the research summary of the study undertaken by the School Head followed by the research summaries of the teaching, teaching-related and non-teaching personnel in the school (in alphabetical order-regardless of the position). Tabbing should be observed strictly to facilitate fast checking and evaluation against the General Payroll.

c. Administrative Assistants II and III of the districts are directed to countercheck the General Payroll and the supporting documents (e.g. Research Summaries of School Head and teachers) submitted to the District Office. In turn, they have to affix their initials at the lower right portion of the names of the School Heads. Initials appearing in the document denote that thorough checking has been done.

d. Teaching, related-teaching and non-teaching personnel hired from January 1, 2019 up to August 30, 2019 are required to submit a photocopy of the appointment signed by the Schools Division Superintendent. This/These photocopied document/s should be attached to the General Payroll of the school.

e. A Microsoft Excel program designed for the preparation of the General Payroll and other related attachments for the school is provided. This is available at the downloadables in the Division Website. For more particulars, please call Ms. Marife T. Bahian through her mobile phone number 09365838226 or through Lindo M. Cayadong at his mobile phone number 09777206233.

Here is link for Excel File <https://www.depedmisor.net/forms.html>

Immediate and wide dissemination of this Memorandum is hereby directed.



RANDOLPH B. TORTOLA
Schools Division Superintendent

TEMPLATE OF THE RESEARCH SUMMARY

NOTE: This Research Summary shall be prepared in two (2) sets. Use Times Bookman Old Style and font size 12. Spacing should be single-spaced. Observe the 1.25 inch-margin at the left hand side and 1 inch-margin to the rest of the sides of the A4-size bond paper.

School Logo Republic of the Philippines Division Logo
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL

District of _____

Name of School

Address of School

TITLE OF THE BASIC OR ACTION RESEARCH

Submitted by :

Signature Over Printed Name of the School Head/Teacher/Teaching
Related/Non-Teaching-Researcher
Position Held

TITLE OF THE BASIC OR ACTION RESEARCH

Part I. Situation

This part enshrined the general situation's/circumstance's importance that make the researcher develop his/her research. Further, this is the aim of the study. This part specifically articulated why this study important. Cite some points that prompted the researcher to explore this issue/problem/establish or explore. Data and other pertinent information relative to this study could be discussed in this part. The individuals/groups/pupils/students and others who could benefit/s out of this study should be included. The process/processes on how this study could benefit the potential/prospective beneficiary/ies should form part of this section.

Part II. The Intervention (for Action Research)/Findings and Insights (for Basic Research)

For Action Research (CI-based or per D.O. 16, s. 2017)

This part introduced the intervention/strategy/approach to combat the issue or problem. It described the administered intervention/strategy/approach. This portion also discussed the methods and procedures on how the intervention was administered.

For Basic Research

This part introduced the insights gained out of this study.

Part III. Summary

This part should follow the format hereunder. Further, the following need to be developed as paragraphs discussing each of the following.

-Purpose

-The Intervention (for Action Research)/Findings and Insights (for Basic Research)

-Findings and Insights

-Research Limitations/implications (if applicable)

-Reflection

School Logo Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL Division Logo

District of _____

Name of School

Address of School

OFFICE OF THE SCHOOL HEAD

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the **personnel** (include the non-teaching personnel, if there's any) named in the attached list (listing follows the General Payroll) including the undersigned had conducted and written their basic or action researches.

This is to certify further that the completed researches conducted by the aforementioned had been thoroughly reviewed, checked by the undersigned and were found in order and adhering strictly to the parts prescribed.

This is to certify further that the completed research reports of the personnel including the undersigned were kept and in the custody of the Office of the Principal of this school.

Issued this date when this certification is signed day of August 2019 at name of the school, address of the school.

NAME OF THE SCHOOL HEAD
Position of the School Head
(Signature over Printed Name)

LIST OF TEACHING/TEACHING-RELATED/NON-TEACHING RESEARCHERS

District of: _____

Name of School

Address of School

No.	Name of Teaching/Teaching-Related/Non-Teaching Researchers			Position
1.	Caño	Adefer	B.	Secondary School Principal III
2.	Aba	Jose Jr.	M.	Teacher I
3.				
4.				
5.				
6.				
7.				
8.				
9.				
	No one follows			

Prepared by:

School Head
(SIGNATURE OVER PRINTED NAME)

Republic of the Philippines
PROVINCIAL GOVERNMENT OF MISAMIS ORIENTAL
 Cagayan de Oro City

OBLIGATION REQUEST

No. _____

Payee: **ADEFER B. CANO ET. AL**

Office: **INCHS & SENIOR HIGH SCHOOL**

Address: **INITAO MIS. OR**

Responsibility Center	PARTICULARS	F.P.P	Account Code	Amount
3311	RESEARCH SUMMARY ADEFER B. CANO PRINCIPAL III	502	99080	

TOTAL: P

A Certified: <input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and under my direct supervision <input type="checkbox"/> Supporting documents valid, proper and legal	B Certified: Existence of available appropriation
Printed Name: RANDOLPH B. TORTOLA	Printed Name: CLAUDITA P. BALITON
Position: Schools Division Superintendent Head, Requesting Office/Authorized Representative	Position: Provincial Budget Officer Head, Budget Unit/Authorized Representative
Date: _____	Date: _____

INFORMATION ON APPROPRIATION AND ALLOTMENT BALANCE

Office: _____

Date: _____

Object of Expenditure:

Account: _____

PS	MOOE	CO	SPF	SEF
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Quarter CY 2014:

For the Month of _____

1st	2nd	3rd	4th
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Less: This Expenditures: _____

Balance: _____ Php _____

Controlled by:

CLAUDITA P. BALITON
 Provincial Budget Officer

