



Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM

NO. 462 , series 2018

To : Assistant Schools Division Superintendent
Education Program Supervisors/Subject Area Coordinators
PS District Supervisors/Districts in-charge
Senior Education Program Specialists/Education Program
Specialists II
School Heads, Elementary, Junior, Senior High Schools and
Integrated Schools
Heads, Sections and Units
Teaching, Teaching Related and Non-Teaching Personnel
All Others Concerned

This Division

FROM : **RANDOLPH B. TORTOLA**
Schools Division Superintendent

SUBJECT : **CALL FOR CONDUCT AND WRITING OF BASIC
OR ACTION RESEARCHES**

DATE : August 17, 2018

With the belief that interventions and innovations will lead to quality education, this Office along with the Provincial Government of Misamis Oriental hereby advise all the teaching, teaching-related and non-teaching personnel to conduct and write educational researches (basic or action) in their respective schools, districts or offices.

Teaching personnel are encouraged to conduct studies in line with challenges encountered in their actual teaching-related activities. Challenges on reading difficulties, numeracy-related problems and other subject-area related concerns that need immediate interventions are highly called for.

Personnel who hold positions other than the preceding paragraph are encouraged to conduct researches that are aligned to their line of work and core functions of their respective positions. **A maximum of three (3) proponents in a study is allowed.**

For uniformity, styles and formatting shall be strictly observed. Font Style: Times New Roman, Font Size: 12, Spacing: Single, Paper Size: Short Bond Paper (8.5"x11"), Margin: 1.5 "(left hand margin) and 1 inch for the rest of the sides.

In order to put focus on the research initiatives to be conducted, DepEd Order No. 39, series 2016, re: Basic Education Research Agenda stipulates the research priorities of the Department and are also the prescribed research agenda for this activity by this Office; across four themes, namely;

- a. Teaching and Learning
- b. Child Protection
- c. Human Resource Development
- d. Governance

and three (3) cross-cutting themes, namely;

- a. Gender and Development
- b. Disaster Risk Reduction and Management
- c. Inclusive Education

To observe coordination and timeliness, the concerned are advised to observe the hereunder stages in the conduct, writing and submission of the researches; to wit;

Activities to be undertaken	Deadlines	Person/s Responsible
Submission of Research Proposals to the Office of the Principals/Heads of Sections and Units concerned.	August 24, 2018	School Heads, PS District Supervisors, SEPS Planning and Research/Heads of Sections and Units
Submission of the Completed Research Report to the Office of the Principal/ Heads of Sections and Units	September 24, 2018	School Heads, PS District Supervisors, SEPS Planning and Research/Heads of Sections and Units
Submission of the Softbound copies of the duly signed and completed Research Report	September 26, 2018	School Heads, PS District Supervisors, SEPS Planning and Research/Heads of Sections and Units

Public Schools District Supervisors/Districts in-charge are advised to monitor the timely conduct, writing and compliance of this activity.

For more particulars relative to this concern, you may direct your queries to your respective School Heads and Public Schools District Supervisors. Personnel from the Schools Division Office may inquire from their respective heads of sections and units.

Immediate and wide dissemination of this Memorandum to all concerned is hereby directed.

RBT/lmc