



Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM

No. 463 , SERIES 2018

TO : 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 : **TIMELINES IN THE SUBMISSION OF THE GENERAL PAYROLLS (BY SCHOOL) FOR THE AID IN EDUCATION RESEARCH AND RESEARCH SUMMARIES (HARD COPIES) OF THE DULY COMPLETED RESEARCHES**

DATE : AUGUST 17, 2018

1. To facilitate a timely, orderly and well-facilitated submission of the General Payrolls and Research Summaries (in hard copies) of the basic or action researches conducted and written in compliance to Division Memorandum No. ____ series 2018, this Office hereby issues the hereunder timelines, to wit:

Date/s to Submit the General Payrolls and Executive Summaries of Researches	Personnel from the following District/s and Office
October 1, 2018	Lugait, Manticao, Binuangan and Sugbongcogon
October 2, 2018	Naawan, Initao, Kinoguitan and Balingoan
October 3, 2018	Libertad, Laguindingan, Talisayan and Medina
October 4, 2018	Alubijid, Opol, Magsaysay I and II
October 5, 2018	MOGCHS, Tagoloan and Division Office Personnel
October 8, 2018	Villanueva, Claveria I and II
October 9, 2018	Jasaan, Balingasag North and South
October 10, 2018	Lagonglong and Salay

2. Preparation of the General Payroll is by school. (Please see the hereunder template). In it, to appear as Number 1 in the list should be the School Head. Then, teaching, teaching-related and non-teaching personnel in the school being led by the School Head follows. Hereunder is a sample.

	List of Teaching/Teaching-Related and non-Teaching Researchers	Position	Title of the Basic or Action Research Conducted
1.	Caño, Adefer D.	Secondary School Principal II	Round Table Discussion Increased Teachers' Level of Knowledge on Anti-Bullying Act of 2013: An Action Research
2.	Abao, Mario J.	Teacher III	School-based Management (SBM) Implementation of Selected Public Secondary Schools in Initao District, Division of Misamis Oriental: Basis for SBM Plan Model
3.	Bajuyo, Arthur M.	Teacher I	Strengthened Monitoring and Parents' Involvement: Addressing Failure Rate in Mathematics

Executive Summary of the research conducted by each personnel shall be attached to the General Payroll. This shall be the basis for the release of financial aid for the conduct of research by the Provincial School Board.

3. Public Schools District Supervisors/Districts in-charge are directed to oversee and monitor the timely, orderly and well-facilitated submission of the General Payroll and Executive Summary of the research studies conducted to the Division Office. Further, they are also directed to facilitate the strict observance of the date/s of submission set by their respective districts and office specified above.

4. School Heads are directed to discharge duties analogous to the preceding paragraph in their respective schools. In addition, they are advised to constitute a three (3) man committee whose task is to ensure accuracy, order and promptness in compliance of this memorandum.

Attached is the template of the Research Summary and its parts, Certification and the List of Teaching/Teaching-Related and non-Teaching Researchers for your ready reference. This research summary is to be extracted from the research conducted.

5. School Heads are further directed to prepare the above-named attachments strictly adhering the following:

a. Prepare it 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 attachment precedes with the Research Summary of the study of the School Head followed by the teaching, teaching-related and non-teaching personnel in the school (in alphabetical order-regardless of the position held). Tabbing should be observed strictly to facilitate fast checking and evaluation against the General Payroll.

c. A Microsoft Excel program designed for the preparation of the General Payroll and other related attachments for the school is provided through the Public Schools District Supervisor. For more particulars, please call **Ms. Marife T. Bahian** through her mobile phone number 09365838226.

Queries and other related concerns, you may call **Ms. Marife T. Bahian** at her mobile phone number or to **Lindo M. Cayadong**, Senior Education Program Specialist-Planning and Research through his mobile phone number 09263274175.

Immediate and wide dissemination of this Memorandum is hereby directed.

TEMPLATE OF THE RESEARCH SUMMARY

NOTE: This Synopsis shall be prepared in two (2) sets. Use Times New Roman, font size 12. Spacing should be double-spaced. Observe the 1.25 inch-margin at the left hand side and 1 inch-margin to the rest of the sides of the short-sized bond paper.

School Logo

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

Division Logo

Name of School

Address of School

TITLE OF THE BASIC OR ACTION RESEARCH

Submitted by :

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

TITLE OF THE BASIC OR ACTION RESEARCH

(This is a creative, catchy and interesting part that invites reader/s to read the study. Further, an issue/problem/relationship the researcher wanted to solve/establish or explore)

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 you 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 (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 consist of not more than two hundred fifty (250) words following 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

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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 in compliance to Division Memorandum No. _____, series 2018 dated _____.

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 in Division Memorandum No. _____, series 2018.

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 October 2018 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

	List of Researchers	Position	Title of the Basic or Action Research Conducted
1.	Caño, Adefer D.	Secondary School Principal II	Round Table Discussion Increased Teachers' Level of Knowledge on Anti-Bullying Act of 2013: An Action Research
2.	Abao, Mario J.	Teacher III	School-based Management (SBM) Implementation of Selected Public Secondary Schools in Initao District, Division of Misamis Oriental: Basis for SBM Plan Model
3.	Bajuyo, Arthur M.	Teacher I	Strengthened Monitoring and Parents' Involvement: Addressing Failure Rate in Mathematics
	No one follows		

Prepared by:

School Head
(SIGNATURE OVER PRINTED NAME)

Date : _____