



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM
NO. 388 SERIES 2016

TO :

Education Program Supervisors/PS District Supervisors/Districts in-charge
Senior Education Program Specialists/Education Program Specialists II
Heads, Public Elementary and Secondary Schools including Senior High Schools
Heads, Sections and Units
Teaching and Non-Teaching Personnel

This Division

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

DATE : August 31, 2016

SUBJECT : **2nd DIVISION RESEARCH CONGRESS**

In line with DepEd Order No. 39, series 2016, re: Adoption of the Basic Education Research Agenda and to foster the culture of research, this Office will conduct a 2nd Division Research Congress on October 30, 2016, 8:00 o'clock in the morning onwards. This is a synchronized conduct of the activity to all public elementary and secondary schools including Senior High Schools in the division. School Heads of schools shall determine a space in their respective schools where comfort of the teacher-participants including the presenters (teacher-researchers and school heads) can be observed.

This year's research congress aims to:

1. Strengthen research programs with the adoption of the Basic Education Research Agenda;
2. Promote the culture of quality research for evidence-based policy formulation and program development;
3. Equip educators and administrators on the new methodologies in research; and

4. Showcase researches conducted strategically aligned to teaching and learning, child protection, human resource development and governance.

Research projects need to be anchored to the following themes based on the Basic Education Research Agenda as cited at DepEd Order No. 39, series 2016:

1. Teaching and Learning
2. Child Protection
3. Human Resource Development
4. Governance

School Heads, teacher-researchers and non-teaching personnel in the schools who have conducted and written action researches are the presenters of the activity. Further, findings, conclusions and recommendations of the studies are the gist to be presented.

School Heads are directed to facilitate an orderly, well-organized and a well-prepared conduct of the activity. Further, special working committees shall be constituted to ensure success of the same.

The School Head shall prepare a narrative report (in an electronic copy) relative to this undertaking and be forwarded to the district office for consolidation. Photographs taken in the conduct of the activity in the schools are encouraged to be incorporated in the said report. Narrative Report of the district shall be taken care of by the Public Schools District Supervisor/Districts in-charge of the district concerned. Hence, Public Schools District Supervisors are hereby directed to closely oversee, supervise and monitor as to the timeliness and sound conduct of the said activity.

To partially check the registry of prospective presenters, the Public Schools District Supervisors/Districts in-Charge shall submit online the List of Researchers/Presenters, titles and status of the researches conducted for FY 2015-2016 using the template attached as Enclosure No. 2. Deadline of the online submission is on September 9, 2016 via email address stipulated at the succeeding paragraph.

Further, consolidated narrative reports in hard copy generated from the schools in the districts shall be submitted to the division office on the day the electronic copies are submitted. Electronic copy from each district of the consolidated narrative report in this activity should be sent to lindo.cayadong@deped.gov.ph on or before November 3, 2016.

However, research studies which had been presented and approved by this office (parts/style and procedures) prior to this issuance shall remain in effect and can be presented during the congress.

Research presenters and others concerned may direct their queries to 09263274175 or 09281948615. Attention: Lindo M. Cayadong, Senior Education Program Specialist/Division Research Coordinator.

Parts of the program of this activity, design of the tarpaulin (in electronic copy) and other relevant materials shall be issued in a separate division memorandum.

Immediate and wide dissemination of this division memorandum is hereby enjoined.

CMLL/lmc

Enclosure No. 1 to Division Memorandum No. 388, series 2016, re: 2nd Division Research Congress

2nd DIVISION RESEARCH CONGRESS

Guidelines

1. The research congress is a simultaneous division-wide activity which will be conducted by school.

2. The activity shall focus on sharing approved action researches conducted in the school, district and division levels to address problems linked to access, quality and governance focusing on the themes based on the Basic education Research Agenda.

3. The congress will observe the customary conduct of the research activity.

4. Research-presenters are required to submit to the Division Action Research Team through the Division Research Coordinator the full version of the manuscript using A4 size bond paper with Arial font style and size 12 should be submitted on or before September 9, 2016 at the email address cited on page 2 of this memorandum. Please follow the format (CI-Based Action Research) stipulated at Enclosure No. 2. However, Annex 3.b Outline for Action Research of DepEd Order No. 43, series 2015, re: Revised Guidelines for the Basic Education Research Fund (BERF) can also be followed. This sheet is attached as Enclosure No. 3 in this memorandum.

5. Each presenter shall present the gist of the research using the following in Powerpoint Format:

- 5.1. The Performance Background/Introduction
- 5.2. The Voice of the Customers/Research Questions/Objectives
- 5.3. The Process/Methodology and Research Design
- 5.4. Summary of Results and Discussion
- 5.5. Findings, Conclusion and Recommendations

Corrigendum to Unnumbered Division Memorandum entitled *Conduct of Action Research Congress in Reading*
October 27-29, 2015

Action Research Format

I. The Performance Background

Describe your current performance background, describe the problem

II. The Customers

Discuss:

Who are your customers, what did you ask them, what is the result of your conference

Present Affinity Diagram

Group Voice of the Customers according to needs

Categorize each according to wants

III. The Process

► Describe the current/present school practices (if it is on reading, then, describe how you teach reading at present)

► Identify priority areas for improvement (in what particular process or episode in teaching reading you need to improve)

IV. The Focused Problem Statement and the Target

Give the problem statement that pertains to a specific component only

Example:

17 out of 22 Grade 3 pupils shall be able to read sentences without repeating the words.

(Take note- in this example, the 22 Grade 3 pupils are your identified respondents who have reading miscues of word repetition)

V. The Root Cause Analysis

Present in brief the result of the Voice of the Customer

Analyze the problem using Why-why Diagram or Fishbone Diagram

Describe the problem in specific terms

Determine all contributors to the problem based on the diagram you used

VI. The Solutions

Discuss:

what is the solution (you may give a title to your solution)

why did you select this solution (based from the Voice of the Customers and the Why-why/Fishbone Diagram)

When is the solution be implemented (date to start and to finish)

Who is responsible

How to implement the solution

VII. The Finalized Improvement Plan

Implementation Plan

Activity	Target Output	Timeline		Persons Involved	Resources Needed	Source of Funds
		Starting Date	Completion Date			

VIII. The Implementation/Testing/Piloting of Solutions with Data Evaluation

Describe the implementation of the solution

Show data of the result

Interpret the result

IX. The Reflection

Enclosure No. 2

Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

District: _____

LIST OF RESEARCHERS AND THEIR TITLES AND STATUS OF RESEARCHES FY
2015-2016

School	Name of Researcher	Title of Research	STATUS (PROPOSED/FINALIZED)	REMARKS

Submitted by:

Public Schools District Supervisor

*To be sent via
lindo.cayadong@deped.gov.ph

Annex 3.b. Outline for Action Research

1. The research proponent shall use the DepEd prescribed outline for action research described below.
2. The research proposal should contain the following:
 - I. **Context and Rationale**– includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.
 - II. **Review of Related Literature**–focuses on key issues which underlie the action research; general conclusions about related action research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
 - III. **Research Questions** – identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - IV. **Scope and Limitation** –coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
 - V. **Methodology** – contains details of how the research will be conducted
 - a. **Sampling** – details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Ethical issues** – Identification of ethical concerns that could possibly emanate from the conduct of the research, and discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents and/or parents and guardians of learners; issues of confidentiality and anonymity;
 - d. **Plan for Data analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - VI. **Workplan** – contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
 - VII. **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
 - VIII. **Action Plan**– Indicate how the results of the action research will be utilized.
 - IX. **List of References** - provide in text of work and reference list

Enclosure No. 4 to Division Memorandum No. ____, series 2016, re: 2nd Division Research Congress

2nd DIVISION RESEARCH CONGRESS
October 30, 2016

School: _____
District: _____
Division of Misamis Oriental

REGISTRATION SHEET

	Name (Surname, First Name, M.I.)	Position	Signature
1			
2			
3			
4			
5			
6			
7			
8			
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10			
11			
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14			
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Prepared by:

School Research Coordinator

Noted:

School Head