



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

Office of the Schools Division Superintendent

Division Memorandum
 No. 359 s. 2024

June 18, 2024

CALL FOR THE CONDUCT AND WRITING OF BASIC/ACTION/CI-BASED RESEARCH STUDIES CUM TIMELINES ON THE SUBMISSION OF GENERAL PAYROLLS AND RESEARCH SUMMARIES BY SCHOOLS (IN PRINTED AND ELECTRONIC COPIES OF COMPLETED VERSIONS)

To: Education Program Supervisors
 Public Schools District Supervisors/Districts In-charge
 Elementary and Secondary School Heads
 Section Heads and Unit Heads
 Teaching, Teaching-related and Non-teaching Personnel
 All Others Concerned
 This Division

1. In order to address the gaps, challenges and to gather relevant information necessary to maximize efficiency in the delivery of quality basic education and governance at all levels, the Schools Division of Misamis Oriental calls for the conduct and writing of basic or action research/ CI-based studies to all DepEd Misamis Oriental personnel to be able to navigate on the basic education challenges and other information in order to address and provide recommendations and solutions to the issues and concerns encountered in the classrooms, schools, districts, divisions, units and sections. As such, appropriate timelines are to be observed to facilitate the submission of the said undertaking.

2. The forgoing activity shall abide with the guidelines stipulated in DepEd Order No. 16, series 2017, re: research Management Guidelines and other appropriate guidelines.

3. Hereunder is the list of suggested timelines to facilitate a timely and orderly conduct of this activity; to it:

Date/s to submit the General Payrolls and Research Summaries	Personnel from the following Districts and Office (Junior and Senior High Schools included)
July 10, 2024	Lugait, Manticao, Balingoan and Sugbongcogon





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

July 11, 2024	Naawan, Initao North, Initao South and Kinoguitan
July 12, 2024	Balingoan, Gitagum, Libertad, Laguindingan
July 15, 2024	Talisayan, Medina North, Medina South, Alubijid East, Alubijid West
July 16, 2024	Opol East, Opol West, Magsaysay I, Magsaysay II
July 17, 2024	MOGCHS, Tagoloan East, Tagoloan West and Division Office Personnel
July 18, 2024	Villanueva North, Villanueva South, Calveria Central, Claveria Northeast, Claveria West
July 19, 2024	Salay, Balingasag Central, Balingasag North, Balingasag South
July 22, 2024	Lagonglong, Jasaan North, Jasaan South

4. Public Schools District Supervisors/District 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 on the dates/s of submission set by their respective districts and offices as specified in the above timelines.

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

6. Please note that this research strictly adheres to DepEd Order No. 16, series 2017, re: Research Management Guidelines and other appropriate guidelines. A maximum of three (3) proponents /researchers in research can be allowed only. Further, regular and permanent employees only are eligible to engage in this conduct and writing in this research undertaking.

7. Printed and electronic copies of the full manuscript of the research shall be kept at the Office of the School Head for reference.

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

- a. Prepare the documents in one (1) set for the Commission on Audit (COA-Province). Every folder shall contain the Journal Entry Voucher (JEV) in





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

for (4) copies, Obligations Request (ObR) in four (4) copies and the General Payroll in three (3) copies.

- 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 personnel of the school (in alphabetical order regardless of the position). Tabbing should be observed strictly to facilitate fast checking and evaluation against the General Payroll. **Relevant attachments are appended for your reference.**
 - c. Administrative Assistants II, Administrative Assistants III and Administrative Officers II and III of the districts are directed to countercheck the General Payrolls and the supporting documents (e.g. Research summaries of the School Head and the personnel) submitted to the district office. In turn, they must affix their initials at the lower right portion of the names of the School Heads. Initials appearing in the document denote that checking has been done.
 - d. The School Heads must affix his/her signature over printed name in the box labelled **"Prepared by" in the Journal Entry Voucher.**
 - 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 link provided. For more information, please text or call Ms. Catherine S. Manuta mobile number: 0965-680-2294 or Melissa B. Paculba mobile number:0955-185-8853.
 - f. Templates for attachments are downloadable through this link: <https://bit.ly/ResearchAidAttachmentForms>
9. Immediate and wide dissemination of this memorandum is hereby directed.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent 

ELO/MAMA/SGOD/mma/jdl



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph





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

Attachment No. 1

Republic of the Philippines
Department of Education
Region X- Northern Mindanao

DIVISION OF MISAMIS ORIENTAL

District of: _____

Name of School

Address of the School

TITLE OF THE BASIC/ ACTION OR CI-BASED RESEARCH

Submitted by:

Printed Name and Signature
Position

NOTE: This research Summary shall be prepared in one (1) copy only. Use Times New Roman a (font style) Font Size 12. Spacing should be single-spaced. Observed the 1.25-inch margin at the left side and 1- inch margin to the right, top and bottom sides of A4-size bond paper



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph





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

Attachment No. 2

TITLE OF THE BASIC/ ACTION OR CI-BASED RESEARCH

(Note: This research summary should be placed in **one (1) page only**)

Part I. Situation

This part emphasized the significance of the general situations/circumstances that make the researcher develop his/her research. This part specifically articulates why this study is important. Data and other pertinent information related to this study could be discussed in this part. The individual/ groups learners/teachers, teaching related personnel who could benefit of this study should be indicated as well. The processes/es on how this study could benefit the beneficiary/ies should form part of this part.

Part II- If **Action Research** – discuss the **Intervention**
If **Basic Research** - discuss the **Findings and Insights**
If Action Research (**CI-based**) - discuss the intervention/
strategy or approach

This part introduces and describes the intervention/ strategy or approach to address the issue or problem. Further, this part also discusses the methods and procedures on how the intervention, strategy or approach is to be administered

Part III. Summary

This part contains the following:

- Purpose
- The intervention
- Findings and Insights
- Research limitations/ implications (if applicable)
- Reflection





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

Attachment No. 3

Republic of the Philippines
Department of Education
Region X- Northern Mindanao

DIVISION OF MISAMIS ORIENTAL

District of: _____

Name of School

Address of the School



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph





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

Attachment No. 4

Name of School

District of: _____

OFFICE OF THE SCHOOL HEAD

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the personnel in this school, whose names are found in the attached List of Teaching, Teaching- related Researchers (listing follows the order in general payroll) including the undersign had conducted, written and adhered to the policies and guidelines in the conduct and writing of basic or action research studies stipulated in DepEd Order No. 16, series 2017, re; Research Management Guidelines and CI-based study guidelines.

This is to certify further that the completed copies (in print and electronic copies) of the research studies conducted had been thoroughly reviewed and checked by the members of schools' research committee and were found to be in order. Final reports of research studies conducted including the undersigned are kept in the custody of the office of the School Head in this school.

Issued this ____ day of _____ 2024 at _____(Name of School), _____(Address of School)

Signature over Printed Name of School head
Position





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

Attachment No. 5

LIST OF TEACHING PERSONNEL

District of: _____

Name of School

Address of the School

No.	Name of Teaching Personnel				Position
	<i>Note: First entry is the name of the School Head followed with the name of Teachers in ALPHABETICAL ORDER regardless of Position Last name, First Name, M. I, Name Extension (Sr. Jr., II, III etc.)</i>				
Ex. 1.	Dela Cruz	Juan	M.	Jr	Principal III
2.	Abaday	Cearsea	K.		Teacher I

Prepared by;

School Head
(Signature Over Printed Name)

