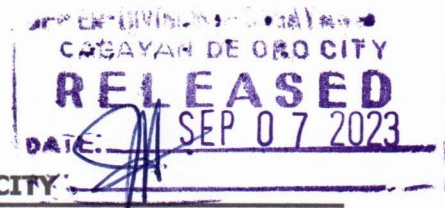




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

6 September 2023

DIVISION MEMORANDUM

No. 436 s.2023

**CALL FOR PAPERS FOR THE 2023 DIVISION RESEARCH CONGRESS CUM
LAUNCHING OF THE CDO BASIC EDUCATION RESEARCH JOURNAL VOL. 5,
2023 (CDOBERJ E-ISSN 2945-3399, P-ISSN 2545-9589)**

TO:

Concerned Public Schools District Supervisors
Concerned Education Program Supervisors
Concerned Public Elementary and Secondary School Heads
Concerned Public Elementary and Secondary Teachers
Concerned District/School Research Coordinators
This Division

1. The field is hereby informed about the 2023 Division Research Congress cum Launching of the CDO Basic Education Research Journal Vol. 5, 2023 on October 6, 2023. All teaching and non-teaching personnel are encouraged to submit their research entries for presentation at the school/district/division level. Only one (1) entry per theme shall be endorsed by the school heads/public schools district supervisors for every level of presentation. The schedule of the research congress is reflected below:

Level	Suggested Schedule
School Level Research Congress To be facilitated by the school heads and school research committees	September 18-22, 2023
District Level Research Congress To be facilitated by the PSDSs and district research committees	September 25-29 2023
Division Level Research Congress To be facilitated by the Division Research Committee	October 6, 2023

2. The research congress at each level will highlight the oral research presentations of the following themes: Theme 1 Teaching and Learning (English, Science, Mathematics, SHS Core, SHS Applied and SHS Specialized- 1 presenter in each learning area), Theme 2 Child Protection, Theme 3 Human Resource Development, and Theme 4 Governance. Only first-place entries from the school level



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shall be endorsed by the school heads for the district-level research congress. In addition, all first-place entries per theme at the district level shall be endorsed by the public school district supervisors for the pre-evaluation prior to the division level. Entries of the division personnel will also be evaluated per theme by the schools division research committee. After the division screening, only the top 5 research papers per theme will be showcased during the 2023 Division Research Congress.

3. The district first-place winners per theme shall submit their entries through this link: <https://bit.ly/3EyMnkV> (scan the QR code below) and hardcopies on or before September 29, 2023 at the SGOD Planning and Research Unit. All entries shall be subjected to pre-evaluation by the division research committee. The division qualifiers will be notified through a separate memorandum.



4. Enclosed are the criteria for judging for the school/district/division level research congress. For queries, please coordinate with Mr. Joel D. Potane, Division Research Coordinator.

5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.

5. Immediate compliance with this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

CONFERENCE RESEARCH

JDP-/DM- division research congress
September 6, 2023



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Enclosure 1 Criteria for the Action/Basic Research

Action /Basic Research

- | | | |
|----|---|------|
| a. | Full Research in Hard Copy | 60% |
| | Rationale | 10% |
| | Research Questions | 10% |
| | Related Literature | 10% |
| | Research Methods | 25% |
| | Discussion of Results & Recommendations | 15% |
| | Advocacy | 10% |
| | Utilization | 10% |
| | References | 10% |
| | Total | 100% |
-
- | | | |
|----|-------------------|------|
| b. | Oral Presentation | 40% |
| | Organization | 40% |
| | Reasoning | 30% |
| | Delivery | 20% |
| | Stage Presence | 10% |
| | Total | 100% |
- The following time frame for oral presentation shall be strictly observed during the simultaneous breakout sessions:

a.	5-8 minutes oral presentation
b.	3 minutes per panel reactor for virtual Q and A
 - The panel of reactors shall give recommendations on how the research findings can be replicated or utilized for policy directions, enhancement of existing programs, and policy formulation for innovative educational reforms.

A Guide to Giving Constructive Feedback on Presentations

1. Explicitly identify and positively reinforce what was done well by the presenter.
2. Be helpful and be careful not to show how perceptive and superior you are; always be on the presenter's side.
3. Give specific and clear feedback, not general or vague.
4. Prioritize your feedback – focus on the most important areas you have observed in the presentation.
5. Frame your feedback in terms of the presenter's sharing; don't explain what you have done in a similar situation in your area.
6. Offer feedback as a personal perception, not as "the truth."
7. Avoid using words like "but", "however", and "no offense." Any of these washes away any goodwill you created by acknowledging the goodness of what the presenter did in his/her school. These words might also raise defensive walls before the person has even had a chance to listen to what you are about to say.
8. End up a goal to provide additional information and build on what they have already achieved, and offer constructive feedback to the presenter for continuous improvement.

Reference: Regional Research Congress 2022



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Enclosure 2

PROFORMA FOR RESEARCH ENTRY

Title: _____

Research Type: _____ Action Research
_____ Basic Research

Research Proponent: _____

Position: _____

Division/District: _____

Category: _____ Elementary
_____ Junior High School
_____ Senior High School

Oral Presentation: Kindly check (/)

☐ Theme 1 - Teaching & Learning
____ English _____ SHS Core
____ Science _____ SHS Applied
____ Mathematics _____ SHS Specialized

☐ Theme 2 - Child Protection

☐ Theme 3 - Human Resource Development

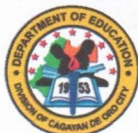
☐ Theme 4 - Governance

FULL VERSION OF THE RESEARCH PROJECT

Action Research –

Basic Research –

Endorsed by: (Schools/District Research Committee)



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Enclosure 3

B. Minimum Requirements of Completed Research Report

B-1 COMPLETED BASIC RESEARCH TEMPLATE

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
 - a. Sampling
 - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References

B-2 COMPLETED ACTION RESEARCH TEMPLATE

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention, and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References

Paper template: <https://bit.ly/45CMWpZ> (scan the QR code below)



Note: use A4 paper size, Arial, 11, single-space, margins (left=1.25in, top, right and bottom=1.0 in)



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