



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



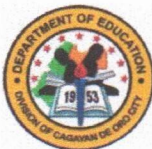
Office of the Schools Division Superintendent

October 24, 2024

DIVISION MEMORANDUM
No. 836 s. 2024

**CHANGE OF DATE, GUIDELINES, DRESS CODE, AND TECHNICAL WORKING
GROUP (TWG) FOR THE DIVISION RESEARCH CONGRESS 2024**

- TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Education Program Supervisors
All Public Schools District Supervisors
Concerned SGOD Personnel
Division Accountant
Division Budget Officer
Division Planning Officer
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary School Research Coordinators
Public Teacher Participants
This Division
- Following the initial memorandum (DM 790, s. 2024) on the Division Research Congress 2024, this field is hereby informed about the changes in the schedule and provides the finalized guidelines, TWG, and additional instructions. A list of qualified presenters will be announced on the next memorandum.
 - Change of Date:** Please be advised that the Division Research Congress 2024 has been rescheduled to November 4, 2024. The venue remains at Cagayan de Oro National High School – Junior High School from 7:30 AM to 5:00 PM.
 - Guidelines for Research Presentation:** The following guidelines must be strictly adhered to by all participants:
 - ✓ **Research Submission:** All soft copy of final research papers must be submitted to the Division Research Committee by October 28, 2024, via the designated repository link: <https://bit.ly/FinalPapersDivisionResearch2024>. No late submissions will be accepted. Additionally, each District Research Committee (DiRC) focal person must ensure that three (3) printed copies of the research papers are provided during the actual event. These printed copies



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Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

should be submitted to the assigned facilitator in the relevant break-out session according to the category of the paper entry.

- ✓ **Color-Coded Folders:** Participants are required to submit their research papers in color-coded folders based on their assigned theme:
 - Theme 1 (Teaching and Learning): Red
 - Theme 2 (Child Protection): White
 - Theme 3 (Human Resource Development): Green
 - Theme 4 (Governance): Blue
- ✓ **Oral Presentation Format:** Each research presentation will be allotted 7 minutes for the presentation, followed by an 8-minute Q&A session. Presentations must be in PowerPoint format, using the prescribed template provided by the respective District Research Committee (DiRC). This template, agreed upon by all DiRC focal persons, is required to ensure uniformity across all presentations.
- ✓ **Poster Presentation Contest:** All second-place winners in every district for every category are qualified to join the poster presentation contest. Posters will be displayed throughout the congress, and posters must be prepared in accordance with the following guidelines:
 - i. Poster size must be in 48" x 36" vertical orientation.
 - ii. Follow the IMRAD format for the poster content.
 - iii. Overall appearance, text size, organizational flow, text/graphics balance, author information, and the fundamental points identified with little redundancy of information.
- ✓ **Evaluation Criteria:** Selection of best papers will be evaluated in accordance with the existing appraisal system outlined in DepEd Memorandum No. 92, s. 2020 (Division Research Manual). For the poster presentation, it will be evaluated through the following criteria:
 - ✓ **Content and Relevance (40%)**
 - The poster clearly presents the research objectives, methodology, findings, and conclusions.
 - The content is relevant to the theme of the congress and contributes to educational research.
 - The research demonstrates a clear impact on teaching, learning, or school governance.
 - ✓ **Visual Design and Organization (25%)**
 - The poster is visually appealing and professionally presented.
 - Information is organized logically, making it easy to follow.
 - Effective use of visuals (charts, graphs, images) to complement the content and enhance understanding.
 - ✓ **Clarity and Conciseness (20%)**



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Republic of the Philippines
Department of Education
REGION X

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- The poster effectively communicates key points without overcrowding the layout.
- Text is clear, concise, and free of jargon, ensuring accessibility to a broad audience.
- ✓ **Innovation and Originality (15%)**
 - The research presents a novel approach or a creative solution to an identified problem.
 - The research adds value to current practices or introduces new perspectives.

All criteria and procedures specified in the memorandum will be strictly followed to ensure fairness and consistency in the evaluation process.

4. **Awards and Recognition:** Winners for both oral and poster presentations will be selected based on the evaluation criteria defined and will be recognized during the closing ceremony.
5. **Expenses:** All expenses incurred by the school heads, teacher-participants and school research coordinators, including materials for the poster contest, will be covered by their respective schools' Maintenance and Other Operating Expenses (MOOE), subject to the usual guidelines on utilization and liquidation.
6. **Proper Dress Code:** All participants are required to wear business attire for the duration of the congress. The proper dress code ensures that participants maintain professionalism throughout the event. Participants involved in the poster presentation should maintain professional attire while setting up or presenting their materials.
7. **Technical Working Group (TWG):** Please refer to Enclosure No. 1 for the list of individuals appointed as the Technical Working Group (TWG) for the Division Research Congress 2024. The TWG is tasked with ensuring the smooth conduct of the event and providing technical assistance to all participants throughout the congress.
8. **Confirmation of Attendance:** All participants must confirm their attendance no later than October 29, 2024, by accomplishing an online form via this link <https://bit.ly/PreRegistrationDRC2024>. Failure to confirm may result in disqualification from presenting.



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9. For any further clarifications or concerns, please contact Beverly Anne E. Nicolasora, Division Research Coordinator at beverlyanne.nicolasora@deped.gov.ph.
10. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, and sexual orientation, disability, religion, and ethnicity.
11. This Office directs the immediate and wide dissemination of this Memorandum.

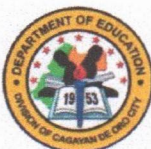
ROY ANGELO E. GAZO

Schools Division Superintendent

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

CURRICULUM RESEARCH

BASE_N/DM- change of date, guidelines, dress code, and technical working group (twg) for the division research congress 2024
October 24, 2024



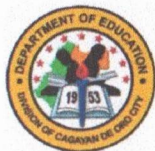
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Enclosure No. 1 List of TWG with their roles and responsibilities

Committee	Role	Responsibilities	Person In-charge
Event Coordinator	Lead the overall planning and execution of the Division Research Congress.	1. Oversee the preparation and implementation of the event. 2. Coordinate with all members of the TWG to ensure tasks are completed on time. 3. Serve as the main point of contact for all inquiries and concerns related to the congress. 4. Ensure that the event adheres to the approved schedule and objectives.	Beverly Anne E. Nicolasora
Logistics Committee	Manage all logistical arrangements to ensure the smooth conduct of the congress.	1. Secure the venue, equipment, and necessary materials for the event. 2. Arrange seating, technical equipment (such as projectors, sound systems, and microphones), and internet access if needed. 3. Coordinate the setup of the registration area, breakout rooms, and poster exhibition areas.	Event Partner – A Doctors Chair: Dr. Hasima N. Salic Members: District Committee Focal Persons
Program Committee	Develop and manage the program for the event, including scheduling sessions and managing speakers.	1. Finalize the program, including opening ceremonies, plenary sessions, oral presentations, and poster presentations. 2. Serve as event host on the entire program. 3. Liaise with keynote and plenary speakers to confirm their attendance and session requirements. 4. Ensure that time management is maintained throughout the event. 5. Prepare scripts, schedules, and briefing materials for the host/emcee and session facilitators.	Chair: Beverly Anne E. Nicolasora Co – chair: Derrold Marl Aves Mary Caress Galono

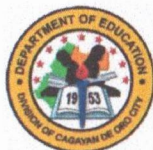


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Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Registration and Documentation Committee	Handle participant registration, attendance, and ensure proper documentation of the event.	1. Manage participant registration both before and during the event. 2. Ensure all presenters have submitted their required materials (e.g., soft copies of research papers, posters, etc.). 3. Prepare and distribute name tags, certificates of participation, and tokens of appreciation. 4. Take minutes and document key proceedings of the congress, including research presentations and Q&A sessions. 5. Maintain attendance records for all participants, speakers, panelists, and guests.	Chair: Amor A. Radaza Co – chair: District Research Committee Focal Persons ✓ Central and South: Hasima N Salic ✓ East 1: Maria Louella Garcia-Raut ✓ East 2: Irish Taboclaon ✓ North1: Rosalinda Tantiado ✓ North 2: Nina Leyson Airene Suan ✓ Southwest 1: Donna Marie Balangiao ✓ Southwest 2: Maridelyn Gumonan ✓ West 1: Rochelle Nala ✓ West 2: Eden Acaylar Ellen Mae Olasiman
ICT and Time Management Committee	Provide technical support for all audio-visual needs and ensure the smooth execution of presentations, while also managing time for each session.	1. Ensure all technical equipment (e.g., laptops, projectors, microphones) is available and functioning properly before and during the event. 2. Assist participants with PowerPoint presentations and any other technical needs during their sessions. 3. Track and announce the remaining time during each presentation (7 minutes for the presentation, followed by an 8-minute Q&A). 4. Notify the presenter and facilitator when time is up for both the presentation and the Q&A session. 5. Manage the digital repository for research papers, ensuring that all materials are accessible and submitted on time.	Chair: Rodel Medollas Co – chair: Pat Sambaan Allan Guibone Members: Ryan Roa Ellen Mae Olasiman Nida Mandawae Ivan Gaspar Mark Edward Olango

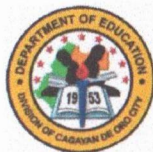


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REGION X
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		6. Coordinate closely with facilitators to ensure time management across all breakout sessions and the plenary. 7. Prepare slide presentation templates to be utilized during announcement of winners. 8. Take charge of the announcement of winners through slide presentations.	
Evaluation and Awards Committee (EvAC)	Coordinate the evaluation and awards process for the research presentations and poster competitions.	1. Prepare evaluation forms and criteria for oral and poster presentations, as stipulated in the guidelines. 2. Coordinate with the panel of judges to ensure a fair and thorough evaluation process. 3. Tally scores and identify the winners in each category (oral presentations and posters) based on submitted documents of assigned facilitators. 4. Prepare certificates and prizes for the awardees and organize the awarding ceremony.	Chair: Derrold Marl Aves Co – chair: Beverly Anne E. Nicolasora Member: Ellen C. Rollan Roy H. Lumban Mary Caress Galono Amor A. Radaza
Communications and Promotions Committee	Manage communication strategies, announcements, and promotion of the event.	1. Prepare and disseminate official communications, invitations, and reminders to participants. 2. Promote the congress through various channels, including email, social media, and official DepEd platforms. 3. Coordinate the creation of event materials such as brochures, posters, and banners. 4. Ensure that participants are updated on key event details such as program schedules, deadlines, and other important announcements.	Planning and Research Unit Chair: Rodel Medollas Co – chair: Nina Estillore Members: Nida Mandawe Ivan Gaspar Mark Anthony Olango Margeline Tabian
Panelists	Serve as evaluators for the research presentations, offering feedback and selecting the best entries in both oral and poster presentations.	1. Review and evaluate research papers and presentations based on the provided criteria. 2. Provide constructive feedback to participants during Q&A sessions.	External Panelists: 1. Dr. Joel D. Potane 2. Dr. Butch V. Mahinay 3. Dr. Jean Loquillano



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REGION X
DIVISION OF CAGAYAN DE ORO CITY

		3. Collaborate with the Evaluation and Awards Committee to determine the top research entries. 4. Ensure impartial and objective judgment in line with the congress standards.	4. Dr. Ferdinand Capilitan 5. Dr. Dennis Roble 6. Prof. Kenneth Cuarteros 7. Dr. Pagara 8. Prof. Jonathan Madronero 9. Prof. Alvin Jay Tabamo Internal Panelists: 1. Dr. Derrold Marl Aves 2. Dr. Ellen C. Rollan 3. Dr. Roy H. Lumban 4. Mr. Ray O. Maghuyop 5. Mr. Arnel Calubag 6. Dr. Jinky Arnejo 7. Dr. Evelyn Sumanda 8. Mr. Mark John Gabule 9. Dr. Phoebe Taruc 10. Dr. Helen Lucman 11. Dr. January Gay Valenzona 12. Dr. Rochelle Luzano 13. Mr. John Mingo
Facilitators for Breakout Rooms	Manage the flow of activities in the breakout rooms, ensuring that presentations proceed smoothly, and participants adhere to the schedule.	1. Guide and support the presenters during the sessions, ensuring they follow the presentation and Q&A schedule. 2. Introduce each presenter and moderate the Q&A sessions. 3. Collect printed copies of research papers from the presenters, as required. 4. Submit consolidated results to the Evaluation and Awards Committee (EvAC).	District Research Committee Focal Persons: 1. Hasima N Salic 2. Maria Louella Garcia-Raut 3. Irish Taboclaon 4. Rosalinda Tantiado 5. Nina Leyson and Airene Suan 6. Donna Marie Balangiao 7. Maridelyn Gumonan 8. Rochelle Nala

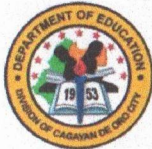


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		5. Report any issues or concerns to the Event Coordinator.	9. Eden Acaylar and Ellen Mae Olasiman
Leigh – Usherette	Assist in welcoming and directing participants and guests throughout the event.	1. Provide leighs, greet and guide participants and guests to their designated areas (e.g., registration, breakout rooms, plenary sessions). 2. Ensure smooth movement of participants, especially during transitions between sessions. 3. Assist in managing seating arrangements, particularly for key speakers, panelists, and VIPs. 4. Provide assistance to any participants with questions or logistical needs during the event.	Chair: Dr. Nina D. Leyson Co-Chair: Ms. Airene Suan Members: Dr. Rochelle Nala Margeline Tabian
QAME (Quality Assurance and Monitoring and Evaluation) Committee	Oversee the quality assurance and monitoring processes throughout the event, ensuring that objectives are met and providing feedback for future improvements.	1. Ensure that all presentations and event proceedings meet the required standards of quality. 2. Monitor and assess the overall conduct of the congress, providing recommendations for improvement. 3. Gather feedback from participants, presenters, and panelists to evaluate the success of the event. 4. Prepare a post-event evaluation report to be submitted to the Division Research Committee for review. 5. Ensure compliance with the DepEd guidelines for research presentations and evaluations.	Chair: Dr. Ellen C. Rollan Co – chair: Amor A. Radaza Members: All EPS All PSDS



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Enclosure No. 2 Program Flow

Theme: "Strengthening Educational Leadership and Pedagogy Through Collaborative Research for Sustainable Innovation"

Part 1 Opening Program	Time	Person Involved/In-charge
Pambansang Awit (AVP)	8:00 – 8:05 AM	To be conducted by Dr. Roy H. Lumban
Opening Prayer	8:05 – 8:10 AM	AVP
Opening Remarks	8:10 – 8:15 AM	DR. ROSALIO R. VITORILLO SGOD Chief
Statement of Purpose	8:15 – 8:20 AM	MS. BEVERLY ANNE E. NICOLASORA SEPS/Division Research Coordinator
Messages	8:20 – 8:30 AM	DR. AUDIE S. BORRES Asst. Schools Division Superintendent
	8:30 – 8:40 AM	DR. ROY ANGELO E. GAZO Schools Division Superintendent
	8:40 – 8:45 AM	DR. HASIMA N. SALIC President, Academic Doctors' Circle/Event Partner
Introduction of the Keynote Speaker	8:45 – 8:50 AM	MS. BEVERLY ANNE E. NICOLASORA SEPS/Division Research Coordinator
Keynote Speaker	8:50 – 9:20 AM	DR. JOEL D. POTANE Director for Research, City College of Cagayan de Oro
Awarding of the Certificate to the Keynote Speaker	9:20 – 9:25 AM	Event EMCEE
Introduction of the Plenary Speaker	9:25 – 9:30 AM	MS. BEVERLY ANNE E. NICOLASORA SEPS/Division Research Coordinator
Plenary Speaker	9:30 – 10:00 AM	DR. BUTCH V. MAHINAY Director for Human Rights Education, City College of Cagayan de Oro
Awarding of the Certificate to the Plenary Speaker	10:00 – 10:05 AM	Event EMCEE
Presentation of the District Research Committee Focal Person	10:35 – 10:45 AM	MS. BEVERLY ANNE E. NICOLASORA SEPS/Division Research Coordinator
Signing of MOU between A Doctors and DepEd Cagayan de Oro City	10:45 – 10:55 AM	Event EMCEE
Introduction of the Panelists	10:55m – 11:05 AM	Event EMCEE

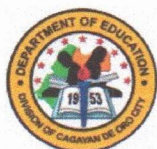


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End of Part 1 and Health Break	11:05 – 11:20 AM	
Part 2 Parallel Sessions	11:20 AM – 4:00 PM	
Reading and Catch-Up Friday	Facilitator: Dr. Hasima N. Salic ICT/Timer: Pat Sambaan Panelists: 1. Prof. Alvin Jay Tabamo 2. Dr. Phoebe Taruc 3. Dr. Rochelle Luzano	Event Center
SHS Specialized and Applied	Facilitator: Dr. Irish Taboclaon ICT/Timer: Ryan Roa Panelists: 1. Prof. Jonathan Madronero 2. Dr. January Gay Valenzona 3. Mr. John Mingo	ICT Room 1
SHS Core and Assessment	Facilitator: Rosalinda Tantiado ICT/Timer: Allan Guibone Panelists: 1. Dr. Charity Rose Pagara 2. Dr. Ellen Rollan 3. Mr. Mark John Gabule	ICT Room 2
Math, Science, and TLE	Facilitator: Maridelyn Gumonan ICT/Timer: Nida Mandawe Panelists: 1. Dr. Joel Potane 2. Ray O. Maghuyop 3. Dr. Evelyn Sumanda	ICT Room 3
English, Filipino, and AP	Facilitator: Donna Marie Balangiao ICT/Timer:	ICT Room 4

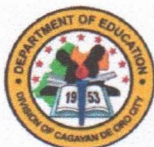


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	Ivan Gaspar Panelists: 1. Dr. Dennis Roble 2. Dr. Helen Lucman 3. Dr. Jinky Arnejo	
Theme 2 and Theme 3	Facilitator: Maria Louella de Gracia-Raut ICT/Timer: Mark Edward Olango Panelists: 1. Dr. Jean Loquillano 2. Dr. Butch D. Mahinay 3. Dr. Derrold Marl Aves	SBM Room
Theme 4	Facilitator: Dr. Eden Acaylar ICT/Timer: Dr. Ellen Mae Olasiman Panelists: 1. Kenneth Ciarteros 2. Mr. Arnel Calubag 3. Dr. Roy Lumban	Research Room
Part 3 Closing and Awarding Ceremony		
Doxology	4:00 – 4:05 PM	AVP
Makabayan Song	4:05 – 4:10 PM	AVP
Awarding Ceremony ✓ Research Panelist ✓ Paper Presenters ✓ Poster Presenters ✓ TWG	4:10 – 4:50 PM	
Closing Remarks	4:50 – 4:55 PM	DR. JEAN S. MACASERO OIC-CTD Chief
Community Singing If We Hold on Together	4:55 – 5:00 PM	



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