



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

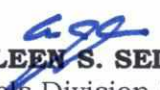
SEP 15 2022

MEMORANDUM
No. 208, s.2022

**SUBMISSION OF RESEARCH MANUSCRIPTS AND PUBLICATION OF THE
REGIONAL RESEARCH JOURNAL "MANYUSKRIP"**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs

1. Attached is Regional Memorandum No. 553, s. 2022 dated September 08, 2022, on the above-mentioned subject, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the fourth paragraph, and the enclosure of the aforementioned issuance.
3. For any queries and clarification, kindly contact Ms. Phoebe R. Arroyo, Senior Education Program Specialist-Planning and Research Section of the School Governance and Operations Division (SGOD) through 8805-99-35 loc. 120 or via e-mail address, sdomuntinluparesearch002@deped.gov.ph.
4. Immediate and wide dissemination of this Memorandum is desired


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

RESEARCH PUBLICATIONS

GAA/Submission of Research Manuscripts and Publication of the Regional Research Journal "MANYUSKRIP"
208/September 14, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940



91527



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. NCR 553 s. 2022

SDO-CITY OF MUNTINLUPA
Received _____
Date 10-9-22
Time 3:20pm

TO : ASSISTANT REGIONAL DIRECTOR
FUNCTIONAL DIVISION CHIEFS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : OFFICE OF THE REGIONAL DIRECTOR

SUBJECT : SUBMISSION OF RESEARCH MANUSCRIPTS AND PUBLICATION OF
THE REGIONAL RESEARCH JOURNAL "MANYUSKRIP"

DATE : 08 September 2022

1. Pursuant to DepEd Order No. 16, s. 2017, entitled "Research Management Guidelines", the Department of Education – National Capital Region (DepEd-NCR) through the Policy, Planning and Research Division (PPRD), supports the utilization of evidence-based research results and continuously provides an avenue for DepEd personnel and its stakeholders to learn from research studies gathered from the field.
2. In line with this, completed research studies (BERF & non-BERF) conducted from SY 2019-2020 to SY 2021-2022 will have a chance to be published in the **Regional Research Journal "Manyuskrip"** subject to review process.
3. To facilitate the process of selecting research abstracts for the said journal, a regional editorial board was created with their roles and responsibilities. Please refer to enclosures 1 and 2.
4. **All Division Research Coordinators (DRCs)** from the 16 Divisions and **Regional Office Personnel (ROP)** researchers are requested to submit their entries by uploading the Final Output in PDF and Word format in this Google Drive through this link: bit.ly/AbstractSubmission2022 until **September 22, 2022, 3PM**, and fill out the master list located in the same drive. For further instructions, please refer to enclosure 3.
5. Launching of the *Manyuskrip* is targeted to be on December 19, 2022. A separate issuance will be released for further details of this event.



6. For queries and clarifications, please contact Mr. Vergel Jairus Emas, Education Program Specialist II from Policy, Planning and Research Division through this email: research.ncr@deped.gov.ph using the subject: "Research Journal Inquiry – SDO)"
7. Immediate dissemination and compliance with this Memorandum is desired.


WILFREDO E. CABRAL
Regional Director

Encls: As stated

References: DepEd Order No. 16, s. 2017

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

RESEARCH
JOURNAL
BASIC EDUCATION RESEARCH FUND

pprd/jai

Enclosure 1

Editorial Board

Name/Position	Designation
Wilfredo E. Cabral, Regional Director	Editorial Consultant
Rita E. Riddle, SDS, OIC-ARD, Chair, RRC	Editorial Consultant
Warren A. Ramos, Chief, PPRD, Vice-Chair, RRC	Editor-in-chief
Lilia A. Ricero, EPS, PPRD, RRC	Associate Editor
Maria Carla Laarni C. Paranis, EPS, FTAD	Associate Editor
Vergel Jairus J. Emas, EPS II, PPRD, RRC	Managing Editor & Layout Artist
Joseph T. Indicio, Statistician I, PPRD, RRC	Assistant Layout Artist
Vergel Jairus J. Emas, EPS II, PPRD, RRC	Content Manager
Arnold C. Gatus, EPS, CLMD	Copy editor
Josefino C. Pogoy, Jr., EPS, HRDD	Copy editor
Dennis M. Mendoza, EPS, LRMDs	LRMS Portal Manager
Nancy C. Mabunga, Librarian II, LRMDs	Publication Assistant

Enclosure 2

Roles and Responsibilities

Designation	Roles and Responsibilities
Editorial Consultant	Provides editorial direction and advice.
Editor-in-chief	Directs the overall strategy of the journal and makes all final decision. Works from the vision set by the editorial consultants. Reviews the editorial policy.
Associate Editor	Reviews research abstracts, collaborate with authors, and copy editors. Handles technical editing of the journal. Responsible for requesting messages from the Secretary, Regional Director, and Chair.
Managing Editor	Supports the editor-in-chief in managing the day-to-day activities to ensure everyone is on track to meet deadlines.
Layout Artist	Responsible for the overall creation and design of the research journal.
Assistant Layout Artist	Assists the layout artist in the editing of the research journal.
Content Manager	Ensures the consistency of content based on the vision set. Organize content by themes.
Copyeditor	Proofread research abstracts and journal content.
LRMS Portal Manager	Ensures the uploading and tagging of the journal in the Learner Resource Management System portal.
Publication Assistant	Responsible on the registration of the research journals to the National Library of the Philippines for an International Standard Serial Number (ISSN).

Enclosure 3

Uploading of Research Entry Requirements

- A. Each division may upload a maximum of 30 completed research regardless if the entry is BERF or non-BERF.
- B. A maximum of ten (10) research per school year only (2019-2020, 2020-2021, and 2021-2022), a total of 30 per division.
 - i. If the research for a specific school year is less than 10 and the other school year has more available research, you may submit other research on that year.
 - ii. There should be at least one (1) entry in all three (3) school years, if possible.
- C. It is encouraged to submit research representing various themes: Teaching & Learning, Child Protection, Human Resource Development, Governance, Disaster Risk Reduction Management, Inclusive Education, and Gender & Development.
- D. Submission must be uploaded in this Google Drive bit.ly/AbstractSubmission2022 using the DRCs DepEd email on your specific Division folder categorized by themes. Google sheet in your Google drive must be filled up according to what has been uploaded. Submissions will be based on the master list.
- E. Regional Office Personnel (ROP) researchers who wish to submit their research abstract may send their entries to research.ncr@deped.gov.ph with the subject title: "Research Journal ROP Submission – Last Name".
- F. Uploaded/Sent files should be in both PDF and WORD format.
- G. Note that all submitted research is not final and will be under review by the editorial board. Research submitted after the due date will not be included in the review.
- H. Please note that this research should be completed before this call was made.
- I. A transmittal letter must be sent to PPRD addressed to the Assistant Regional Director with the titles of research and names of the researchers and their co-researchers.
- J. All submissions must be made on or before September 22, 2022, 3 PM only and the Google Drive access to 'editor' will be changed to 'viewer' access.

