



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY



**Office of the Schools Division  
 Superintendent**

**MEMORANDUM**

**9<sup>th</sup> DIVISION RESEARCH CONFERENCE**

**APR 15 2024**

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

1. This Office announces the 9<sup>th</sup> Division Research Conference on April 27, 2024, 8:30 a.m. at the Lyceum of Alabang, Tunasan, Muntinlupa City, in accordance with the Annual Research Parliament, in which all the teachers in the Division work on their own Classroom Action Research.
2. The conference primarily aims to:
  - recognize the three best oral educational research presenters;
  - recognize the top 12 researches;
  - update teacher-researchers on new innovations or techniques; and
  - provide a venue for teacher-researchers to identify best evidence-based practices.
3. The participants are the presenters and six members of the School Research Committee headed by the principal. Each researcher-nominee is allotted one (1) personal guest. Service credits shall be given to the teacher-participants and Compensatory Time-Off (CTO) for the Technical Working Group and Session Staffs.
4. Moreover, to ensure the smooth conduct of the activity, the Division Research Conference Entry, List of Attendees, 9<sup>th</sup> Division Research Conference Guidelines, Criteria for Judging the Best CAR, Typesetting of the full manuscript, Technical Working Group (TWG), List of Session Staff and Room Assignment, and the Indicative Program of Activities are constituted as specified in the Enclosures No. 1 to 8.
5. 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 8829-23-08 loc. 120 or via e-mail address, [sdomuntinluparesearch002@deped.gov.ph](mailto:sdomuntinluparesearch002@deped.gov.ph).
6. Immediate and wide dissemination of this Memorandum is desired.

**EVANGELINE P. LADINES CESO V**  
 Schools Division Superintendent

122

122  
 UN-2024-122



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
 8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

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

RESEARCH                      CONFERENCE

PRA/9<sup>th</sup> Division Research Conference  
122 / April 12, 2024

UN-2024-122



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

Enclosure No. 1

## DIVISION RESEARCH CONFERENCE ENTRY

**School:**

**Name of Teacher Researcher:**

**Research Title:**

Submitted by the School Research Committee (SRC):

\_\_\_\_\_

Chair

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

Enclosure No. 2

## LIST OF ATTENDEES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Submitted by:

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
SRC Member

### **9<sup>TH</sup> DIVISION RESEARCH CONFERENCE GUIDELINES**

1. The School Research Committee shall submit one (1) Best Classroom Action Research (CAR) for School Year (SY) 2022-2023 across the eight (8) subject areas for the elementary and junior high school, and seven (7) subject areas for the senior high school including ALS and SPED.
2. Submit the full manuscripts in MS Word and PDF file via [sdomuntinluparesearch002@deped.gov.ph](mailto:sdomuntinluparesearch002@deped.gov.ph) using this format: NAME OF SCHOOL\_ELEM/JHS/SHS\_DRC2023. The hard copy and the attached template shown in Enclosure No. 5. Likewise, enclosures No. 1 and 2 shall be filled-up by the SRC, for submission to the Planning and Research Unit on or before April 23, 2024.
3. The full manuscript shall not exceed 8,000 words. Moreover, the abstract should consist of 250 words following the structured format :
  - Abstract
  - Introduction
  - Method
  - Results and Discussion
  - Conclusion
  - Recommendations and
  - References
4. For poster presentation, presenters are advised to use one (1) tarpaulin (48x36 inches size) portrait layout. Poster should include the Abstract, Introduction, Method, Findings, Conclusion and References, and Other supporting documents in the conduct of the Classroom Action Research.

Suggested font sizes: Title 80-90 points; Authors 50-60 points; Affiliation 45-65 points; Headings 40-50 points; Text 30-40 points.
5. Oral presenters shall be guided by the following pointers:
  - a) Oral presentation will run for 20 minutes with additional 10 minutes for the open forum.
  - b) The facilitator will show the metacard to signal that the given time has been consumed and that will give way to the open forum.
6. Certificate of Recognition will be given to all teachers-researchers who presented their paper during the Division Research Conference.

7. Among the 34 Classroom Action Researches, there will be top 12 outstanding researches which will be selected by the panel of judges from the following levels:
  - a) Seven (7) from elementary level
  - b) Three (3) from secondary level-junior high school
  - c) Two (2) from the secondary level-senior high school
8. Each will receive a trophy and a cash prize of PhP 2,000.00 and a certificate of recognition. The decision of the board of judges shall be final.
9. The top three (3) outstanding research presenters will also be awarded: Each will receive a certificate of recognition and a cash prize (1<sup>st</sup> place –PhP 1,500.00, 2<sup>nd</sup> Place – PhP 1,300.00, 3<sup>rd</sup> Place PhP 1,000.00).
10. The awarding will be on the 9<sup>th</sup> Division Research Parliament Awards.

### CRITERIA FOR JUDGING THE BEST CLASSROOM ACTION RESEARCH (CAR)

NO.	CRITERA	INDICATORS	RATING		
			Excellent	Good	Fair
1	Title (10%)	The Title of the CAR is responsive to real classroom-based situation.	Met all the (3) indicators  (10 pts.)	Attained only (2) indicators  (7 pts.)	Achieved only (1) indicator (5pts.)
		It indicates researchable problem.			
		It has a solution.			
2	Clear Focus (20%)	The research topic is clear and specific.	Met all the (3) indicators  (20 pts.)	Attained only (2) indicators  (17 pts.)	Achieved only (1) indicator (14pts.)
		The trends, issues or problems are introduced in the beginning of the paper.			
		The body of the paper and its conclusion are aligned and relevant to the topic.			
3	Research (20%)	The research design used is appropriate based on the problem.	Met all the (4) indicators  (20 pts.)	Attained only (2-3) indicators  (17 pts.)	Achieved only (1) indicator (14pts.)
		The sources are reliable and verifiable.			
		Established high level of validity (instrument and authoritative sources)			
		The locale, sampling, data gathering, and ethics are clearly justified.			
4	Reasoning and Organization (25%)	The key concepts are clearly defined.	Met all the (6) indicators  (25 pts.)	Attained only (3-5) indicators  (21 pts.)	Achieved only (1-2) indicator/s (18pts.)
		The paper's argument follows logical outline.			
		When appropriate the paper used related statistics, tables, graphs/s which are properly labelled.			
		The author introduced every quotation and cited its source properly.			
		The data presentation, interpretation and analysis lead to answering the problem.			
		The utilization of the findings is geared towards planning, CQI and SBM.			

NO.	CRITERA	INDICATORS	RATING		
			Excellent	Good	Fair
5	Documentation (15%)	The information is documented in the body of the paper.	Met all the (4) indicators  (15 pts.)	Attained only (2-3) indicators  (12 pts.)	Achieved only (1) indicator  (10pts.)
		The sources were cited using the APA sytle.			
		The literature review identified and described the gap/s that will be addressed by the research.			
		The letter of permission to authorities and financial reports are appended in the end matter.			
6	Writing and Mechanics (10%)	The paper is free from grammatical errors.	Met all the (5) indicators  (10 pts.)	Attained only (3-4) indicators  (7 pts.)	Achieved only (1-2) indicator/s  (5pts.)
		It is free from spelling and typographical errors.			
		It is free from jargon. The sentences are brief and precise.			
		It is 100% plagiarism-free			
		The paper adhere to the prescribed format			
<b>TOTAL 100%</b>					

Enclosure No. 5

**TYPESETTING THE MANUSCRIPT FOR ACTION RESEARCH**

margins: Top and Bottom – 1; Left and right – 1  
formatted for 8.27 x 11.69-inch paper

Research Title (Bookman Old Style 14, all caps, centered)

**IMPACTS OF REGIONAL TRAINING ON ACTION RESEARCH  
AMONG MASTER TEACHERS**

Author (Bookman Old Style 20, Centered)

**Warren A. Ramos**

*Regional Supervisor, Special Science High Schools  
Policy, Planning and Research Division, DepEd-NCR  
profwarrenramos@gmail.com*

**ABSTRACT** (250 words, Bookman Old Style 11, Bold, single-space- refer to the rubrics)

**Keywords:** *Intensive training, action research, quality, governance, mixed-method design, master teachers*

**INTRODUCTION** (Included here are the background/rationale of the study, the statement of the problem/purpose, theoretical/ conceptual framework, literature review. The use of strategic tools is highly recommended. The whole article must not be more than 8,000 words.) Font (Bookman Old Style 11, Normal, single-space)

**METHOD** (Stated here are the research design, participants/ respondents, sampling plan, instrument used, data collection process, action plan and statistical tests)

**RESULTS AND DISCUSSION** (Explained here are textual/tabular results, and discussion)

Heading (Bookman Old Style 11, all caps, bold, right-aligned)

Sub-heading (Bookman Old Style 11, lowercase, first capitalized, bold, left-aligned)

Sub-sub-heading (Bookman Old Style 11, Sentence case, bold, italics, left-aligned)

Each table, drawing, illustration, graph, etc. must be prepared and included within the text of the manuscript (not on separate pages) where the author would like the item to be placed. Tables, figures, etc. should be numbered and labelled according to guidelines in the Publication Manual of the American Psychological Association (APA) (5<sup>th</sup> Ed.)

## CONCLUSIONS

## RECOMMENDATIONS

## REFERENCES (Use APA format)

**Book** Duncan, G.J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation

**Journal Article** Orleans A. (2007). The condition of secondary school physics education in the Philippines: Recent developments and remaining challenges for substantive improvements. *Australian Educational Researcher*, 34 (1), 33-54.

**Electronic Journal Article** Darling-Hammond L. (2000). Teacher quality and student achievement: A review of state policy evidence. *Educational Policy Archives*, 8 (1), viewed 9 June 2007, <http://epaa.asu.edu/epaa/v8n1/>

Belen, Jose Alejandro R. (2012). *Thesis Writing Primer*. First Edition, Rex Bookstore, Inc. (RBSI), Manila, [www.rexbookstore.com](http://www.rexbookstore.com)

Campbell, W., Ballou, S. and Slade, C. (2010). *Form and Style*, 8<sup>th</sup> Edition, Houghton Mifflin Company Boston. Massachusetts, USA

Macaspac, Imelda., Tamayo, M. Manabat, E. Lansangan, L., Gueco, A., David, R. Bondoc, V, (2014) *Action Research Made Easy*, LORIMAR Publishing Inc., Adriana Printing Co., Inc., Metro Manila

Sagor, Richard, (2011). *The Action Research Guidebook: a four-stage process for educators and school teams*. CORWIN- A sage Company, USA. Retrieved on June 2, 2015 from <https://books.google.com.ph/actionresearch/sagorrichard/sagepublishing>

Enclosure No. 6

## SUPPORT GROUP

9<sup>th</sup> Division Research Conference  
April 27, 2024

TASK	PERSON-IN-CHARGE
Program and Invites	Ms. Phoebe R. Arroyo
Certificates	Ms. Ivy M. Romano Mr. Andres F. Sicam Jr.
Program Host	Mr. King Solidini J. Torres
Attendance (Ushers & Registration)	Ms. Rochelle A. Jimenez Ms. Chelo DG. Rongavilla Ms. Angelica M. Cachuela Ms. Rhea P. Garcia
Documentation	Ms. Mari Paz M. Lavin Ms. Cecilia Teresa C. Claudel
Accommodation	Dr. Zoren Pepito Gubalane Engr. Renante L. Tejada Mr. Eduardo L. Kondo
Slide Presentation	Mr. Joseph D. Nilo Ms. May L. Borjal
Food	Ms. Maria. Teresa S. Indap Ms. Gizelle A. Adriano

**LIST OF SESSION STAFF AND ROOM ASSIGNMENT**

Room .No 1	Dr. Zoren Pepito L. Gubalane Ms. Angelica M. Cachuela
Room No. 2	Ms. Mayvell N. Cordova Ms. Virma U. Amistoso
Room No. 3	Mr. Ronnel Franco G. Landrito Mr. Renante L. Tejada
Room No. 4	Ms. Rochelle A. Jimenez Ms. Chelo DG
Room No. 5	Mr. Eduardo L. Kondo Mr. Mark Anthony E. Andor
Room. No. 6	Mr. John Bernard Santiago Mr. Melanio San Jose Jr.
Room No. 7	Ms. Janette G. Legaspi Mr. John Lord G. Vivo
Room No. 8	Mr. King Solidini Torres Mr. Jericho L. Ylen

## INDICATIVE PROGRAM OF ACTIVITIES

### 9<sup>th</sup> DIVISION RESEARCH CONFERENCE

**April 27, 2024**  
**Lyceum of Alabang**

TIME	ACTIVITIES
8:30 - 9:00 a.m.	<b>Part I - REGISTRATION</b>
9:01 - 9:30 a.m.	<b>Part II - OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Opening Prayer : Ms. CLARISA C. AVILA Public Schools District Supervisor</li> <li>• Presentation of the Participants : Dr. ERIC F. FUNGO Public Schools District Supervisor</li> <li>• Presentation of the Judges: Ms. PHOEBE R. ARROYO SEPS, Planning &amp; Research</li> <li>• Statement of Purpose : Ms. MA. REGAELE A. OLARTE Vice Chair, SDRC OIC-Chief Education Supervisor, SGOD</li> <li>• Inspirational Message : Dr. EVANGELINE P. LADINES, CESO V Schools Division Superintendent Dr. MARGARITO B. MATERUM CESO VI Schools Division Superintendent SDO-San Juan City</li> </ul>
9:31 a.m. - 12:30 nn	<b>Part III - PAPER PRESENTATION BREAK-AWAY SESSION</b>
12:31 nn - 1:30 p.m.	<b>LUNCH BREAK</b>
1:31 - 3:30 p.m.	<b>Part IV - CLOSING CEREMONY</b>