



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM
No. 098, s.2025

FEB 24 2025

10th DIVISION RESEARCH CONFERENCE

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 proudly announces the **10th Division Research Conference**, scheduled for March 15, 2025, at 8:30 AM, to be held at the Lyceum of Alabang, Tunasan, Muntinlupa City with a theme **“A Decade of Transformative Research and Development: Bridging Knowledge and Practice in Education”**. This event is part of the Annual Research Parliament, highlighting the active engagement of teachers across the Division in conducting their own Classroom Action Research.

2. The conference primarily aims to:

- select the three best oral educational research presenters;
- identify the top 12 researches;
- serve as a platform to reflect on our journey, celebrate milestones which envision a future where knowledge seamlessly integrates with practice; and
- foster a culture of innovation, collaboration, and evidence-based decision-making that will continue to empower educators and elevate learning outcomes.

3. The participants are the presenters, three (3) members of the School Research Committee headed by the principal, and 3 selected teachers. 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. Participants are expected to pre-register through this link: <https://bit.ly/M07-10th-Division-Research-Conference> on or before March 5, 2025 for the preparation of the attendance and certificates.

4. Moreover, to ensure the seamless conduct of the activity, the following have been outlined in Enclosures No. 1 to 8: Division Research Conference Entry, List of Attendees, 9th Division Research Conference Guidelines, Criteria for Judging the Best Classroom Action Research, Typesetting of the Full Manuscript, Technical Working Group (TWG), List of Session Staff and Room Assignments, and the Indicative Program of Activities.

NUM-2025-098



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
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ALL - FTM - 678

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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@depd.gov.ph.
6. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: none
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

COMMITTEE

PRA /10th Division Research Conference
098 /February 17, 2025

NUM-2025-098



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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



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Enclosure No. 2

LIST OF ATTENDEES

1. Principal
2. Presenter
- 3.
- 4.
- 5.
- 6.
- 7.

8. Guest of the Presenter

Submitted by:

School Principal

SRC Member



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Enclosure No. 3

10TH DIVISION RESEARCH CONFERENCE GUIDELINES

1. The School Research Committee shall submit one (1) Best Classroom Action Research (CAR) for School Year (SY) 2024-2025 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 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 February 28, 2025.
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.



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6. Certificate of Recognition will be given to all teachers-researchers who presented their paper during the Division Research Conference.
7. Among the 35 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 price (1st place –PhP 1,500.00, 2nd Place – PhP 1,300.00, 3rd Place PhP 1,000.00).
10. The awarding will be on the 10th Division Research Parliament Awards.



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Enclosure No.4

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.			



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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			
	TOTAL 100%				



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Enclosure No.5

TYPESETTING THE FULL PAPER FOR ACTION RESEARCH

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

TITLE PAGE

Title of the Study
(Bookman Old Style 11, Bold,
Capitalize Each Word,
Inverted Triangle)

An ACTION RESEARCH

Presented to
School Research Committee (SRC)

7 single spaces

AUTHOR'S NAME

Designation
Office/School/Division

6 single spaces

Grantee of
Educational Research Assistance SY 2024-2025

5 single spaces

April 2025



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ABSTRACT (Bookman Old Style, 11, Bold, Centered, Uppercase)

Title of the Study (Bookman Old Style, 11 Bold, Centered, Capital Each Word)

Author's Name **(Bookman Old Style, 11, Bold, Centered, Uppercase)**

Designation **(Bookman Old Style, 11, Centered)**

Date of Completion **(Bookman Old Style, 11, Centered)**

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Keywords: (Bookman Old Style, 10, lowercase, italicize)

Abstract Guide	
<ul style="list-style-type: none">✧ This should summarize the content of the manuscript (topic introduction, chief purpose/aim, method, results, and recommendations) with a maximum of 200 to 250 words only.✧ Topic introduction presents the conditions that propelled the conduct of the research.✧ The chief purpose/aim states what the study intended to discover✧ The method mentions how the study was conducted. This includes the design, techniques, instruments (optional), and statistical treatment (optional).✧ The results present the salient findings in one or two sentences only✧ The conclusions directly answer the chief purpose, the most important discovery which contributes to new knowledge; supports or negates previous conclusions and validates theory used.✧ The recommendations tell what can be done next to effect the necessary changes desired; its application or relevance.✧ Keywords must contain FOUR components: research theme, concepts studied, methods/process, and research locale.✧ The middle heading is ABSTRACT in all capital letters and highlighted in bold.✧ The title of the study, researcher, position/designation, year of completion of the manuscript should be indicated.✧ The first line of each paragraph should be indented (one tab).✧ Ideas must be connected using linking devices and transitions.	<ul style="list-style-type: none">✧ Reports new results, knowledge, and/or conclusions that are falsifiable.✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.



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I. Introduction

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Introduction Guide	
✧ In one to two paragraphs, introduce the general area to be addressed by the study. Use the description to create a sense of interest in the topic.	✧ Uses personal reflection to make a compelling case for investigation and intervention.
✧ In two to four paragraphs, reveal the real problems and show why it is urgent to solve them. Use factual data (obtained by researcher's observation or quoted from valid references) to support the urgency of carrying out studies to solve the problem. Relevant results of previous research are also good to write here.	✧ Addresses "real" and "existing" issues and challenges identified by its stakeholders.
✧ The last paragraph should bring up a very strong foundation and rationale of the study	✧ Reports new results, knowledge, and/or conclusions that are falsifiable.
✧ Citing some references and sentences from published materials should be limited up to three references only	✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.
✧ Single indentation for every paragraph	



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II. Method

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Research Methodology Guide	
A. Research Design <ul style="list-style-type: none">✧ Provide a brief description of research design suitable to the nature and purpose of the Action Research.	✧ Utilizes a research design that is correct and appropriate for investigating the chosen area of focus, problem, or issue.
B. Participants and/or other Sources of Data and Information <ul style="list-style-type: none">✧ The details should be provided as to who will participate in the research; specific number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited✧ If the researcher intends to utilize sample, the sampling design/procedure has to be indicated.✧ Clear rationale for their inclusion in the study given.	✧ Describes the chosen research design and resulting research processes in a manner that is understandable to other teachers planning similar interventions and researchers conducting similar work.
C. Data Gathering Methods <ul style="list-style-type: none">✧ Describe the data collection method/s to be used✧ Ensure that they are aligned with the research questions.✧ The research instruments, if any, are appropriate for obtaining the desired kind of data/information.	✧ Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children).
D. Data Analysis <ul style="list-style-type: none">✧ Describe the technique/s for data analysis to be used.✧ Explain why the technique/s is/are appropriate for the nature of the data/information to be collected and for addressing the research question/s.	✧ Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.



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III. Results and Discussions

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Discussion of Results and Discussion Guide	
A. Research Results/Findings	
<ul style="list-style-type: none">✧ This part of the report presents the outcome of the analysis of research data considering the intervention implemented.✧ The following are some of the things that you need to remember in writing about the research findings:<ul style="list-style-type: none">a. Results or findings should be presented in relation to the research question. If there are secondary questions, then results should be in sequence according to their order. Presenting results according to the instruments used (e.g. questionnaire items, interview questions, observation points) must be avoidedb. Results can be presented through tables, graphs, charts, and diagrams, which can be made more interesting with colors and readable titles.c. Narrative explanations and interpretation of results should precede tables and graphs.d. Tables and figures are labeled as "Figure" and presented sequentially using numbers. Labels for tables are written on top of them, while labels for figures are provided at the bottom.e. In explaining the results, include implications and cite probable causes of the findings.f. Discussion of findings should be clear and presented with as much detail as could be extracted from the analyses.	<ul style="list-style-type: none">✧ Reflects on its own findings in a manner that is accurate and consistent with the results of the researcher/s' data analysis and engages with the researcher/s' understanding of the area of focus.✧ Reports new results, knowledge, and/or conclusions that are falsifiable.✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.



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IV. Conclusions

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Conclusion Guide

- ✧ The conclusion serves to help the reader comprehend why the research is important to them. A conclusion should include:
 - Restate the purpose of the study
 - Summarize the results/findings
 - Explain the importance of the study

V. Recommendations

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Recommendation Guide

- ✧ The recommendations present actions or steps to take based on the results of the research. It provides frameworks for decision-makers or policymakers. Recommendations are the suggested action plan in response to the results of the study

VI. References

References Guide

- ✧ APA format should be used to cite references within the paper. Guide for using APA format could be accessed at <http://www.apastyle.org/learn>

(Bookman Old Style, 11, Single space) Delete this after

Sample:

Beaudoin, M. (1990). The instructor's changing role in distance education. The American Journal on Distance Education, 4(2):21-29.

Berge, Z.L. & Muilenburg, L.Y. (2003). Barriers to distance education: Perceptions of K-12 educators. Proceedings of the Society for Information Technology and Teacher Education International Conference. Albuquerque, New Mexico USA, March 24-29. Issue 1, pp. 256-259.

<http://www.emoderators.com/barriers/barriersk12.html>



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Enclosure No.6

SUPPORT GROUP

10th Division Research Conference
March 15, 2025

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 (Registration)	Dr. Christian Paul C. Dela Vega Ms. Chelo DG. Rongavilla Ms. Angelica M. Cachuela Ms. Rhea P. Garcia
Usherettes	Ms. Marideth Navia Ms. Zarah Jane B. Gaba Ms. Lorizatie V. Santos
Documentation	Ms. Mari Paz M. Lavin Ms. Cecilia Teresa C. Claudel Mr. Reynerr Oliver E. Ape
Accommodation	Dr. Zoren Pepito Gubalane Engr. Jerone M. Tagapan Mr. Eduardo L. Kondo
Slide Presentation	Mr. Joseph D. Nilo Ms. May L. Borjal
Food	Ms. Maria. Teresa S. Indap Ms. Gizelle A. Adriano



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Enclosure No.7

LIST OF SESSION STAFF AND ROOM ASSIGNMENT

Room .No 1	Dr. Zoren Pepito L. Gubalane Ms. Angelica M. Cachuela
Room No. 2	Mr. Edward R. Montojo Ms. Virma U. Amistoso
Room No. 3	Mr. Ronnel Franco G. Landrito Mr. Aidennel Sevjun M. Rala
Room No. 4	Mr. Christian Paul A. Dela Vega Engr. Jerone M. Tagapan
Room No. 5	Mr. Eduardo L. Kondo Ms. Zarah Jane B. Gaba
Room. No. 6	Mr. John Bernard Santiago Ms. Ma. Katleen F. Fabonan
Room No. 7	Ms. Janette G. Legaspi Mr. Dunn Luvik C. Mandngal
Room No. 8	Dr. Robert C. Abrantes Mr. Jericho L. Ylen
Room No. 9	Ms. Lorelee C. De Jesus Mr. Dioscoro M. Vargas



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Enclosure No.8

INDICATIVE PROGRAM OF ACTIVITIES

10th DIVISION RESEARCH CONFERENCE
March 15, 2025
Lyceum of Alabang

TIME	ACTIVITIES
8:30 - 9:00 a.m.	Part I - REGISTRATION
9:01 - 9:30 a.m.	Part II - OPENING PROGRAM <ul style="list-style-type: none">Philippine National AnthemOpening Prayer : Dr. John Albert B. Colle Public Schools District SupervisorPresentation of the Participants : Dr. ERIC F. FUNGO Public Schools District SupervisorPresentation of the Judges: Ms. PHOEBE R. ARROYO SEPS, Planning & ResearchStatement of Purpose : Ms. MA. REGAELE A. OLARTE Co-Chair, SDRC OIC-Chief Education Supervisor, SGODInspirational Message : Dr. VIOLETA M. GONZALES, CESO V OIC - Schools Division Superintendent Dr. LILIA A. RICERO OIC - Assistant Schools Division SuperintendentPlenary Presentation : Dr. Christian Paul C. Dela Vega SEPS, Social Mobilization and Networking
9:31 a.m. - 12:30 nn	Part III - PAPER PRESENTATION BREAK-AWAY SESSION
12:31 nn - 1:30 p.m.	LUNCH BREAK
1:31 - 3:30 p.m.	Part IV - CLOSING CEREMONY