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Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MEMORANDUM  
No. 069, s.2026

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

TO: 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  
All Others Concerned

1. This Office announces the schedule for the **11th Division Research Conference** on February 28, 2026, at 8:30 AM, to be held at the Lyceum of Alabang, Tunasan, Muntinlupa City, with the theme **“Research-Driven Teaching: Enhancing Learning Through Classroom Action Research.”** This year’s conference remains a vital component of the **Division Research Parliament**. The activity aims to provide a professional platform to showcase the active engagement of educators across the Division in conducting Classroom Action Research (CAR).

2. The conference specifically seeks to:

- highlight evidence-based practices that enhance classroom instruction;
- foster a culture of research and continuous professional development among teaching and teaching-related personnel;
- select the three best oral educational research presenters;
- identify the top 13 researches; and
- disseminate research findings that contribute to the improvement of learning outcomes.

3. The participants, consisting of the presenters, two (2) School Research Committee members led by the Principal, and four (4) selected teachers, are required to pre-register through <https://bit.ly/M07-11th-Division-Research-Conference> on or before February 20, 2026, for attendance and certification purposes. Teacher-participants shall be granted Service Credits, while the Technical Working Group and Session Staff shall be entitled to Compensatory Time-Off (CTO).

NUM-2026-069



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

A - 21014

069



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4. Moreover, to ensure the seamless conduct of the activity, please refer to the following enclosures for your guidance:

- a. Enclosure No.1: Division Research Conference Entry Form
- b. Enclosure No.2: List of Participants
- c. Enclosure No.3: 11<sup>th</sup> Division Research Conference Guidelines
- d. Enclosure No.4: Criteria for Judging
- e. Enclosure No.4: Typesetting of the Full Paper
- f. Enclosure No.5: Support Group
- g. Enclosure No.6: List of Session Staff and Room Assignment
- h. Enclosure No.7: Indicative Program of Activities

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.

  
**VIOLETA M. GONZALES CESO VI**  
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:

CLASSROOM

CONFERENCES

RESEARCH

PRA /11<sup>th</sup> Division Research Conference  
069/February 10, 2026

NUM-2026-069



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City  
84237560, 84237561, 84237562  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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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



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Enclosure No. 2

**LIST OF PARTICIPANTS**

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

Submitted by:

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

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



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Enclosure No. 3

**11<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) 2025-2026 across the eight (8) subject areas for 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\_DRC2026 on or before February 25, 2026. The hard copy and the attached template are 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 20, 2026.
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 presentations, presenters are advised to use one (1) tarpaulin (2.75 ft by 6.5 ft or 2.5 ft by 6 ft.) portrait layout. The poster should include the Abstract, Introduction, Method, Findings, Conclusion, References, and Other supporting documents in the conduct of the Classroom Action Research.
5. Oral presenters shall be guided by the following pointers:
  - a) Oral presentations will run for 20 minutes with an additional 10 minutes for the open forum.
  - b) The facilitator will show the meta card 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 37 Classroom Action Researches, there will be the top 13 outstanding researches which will be selected by the panel of judges from the following levels:
  - a) Seven (7) from the elementary level
  - b) Three (3) from secondary level, junior high school
  - c) Two (3) from the secondary level, senior high school
8. Each will receive a trophy, 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 11<sup>th</sup> Division Research Parliament Awards.



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Enclosure No.4

**CRITERIA FOR JUDGING**

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			
<b>TOTAL 100%</b>					



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Enclosure No.5

**TYPESETTING THE FULL PAPER**

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 2025-2026

}  
} *5 single spaces*

March 2026



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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)**

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



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## I. Introduction

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Introduction Guide	
<ul style="list-style-type: none"><li>✧ 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.</li><li>✧ 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.</li><li>✧ The last paragraph should bring up a very strong foundation and rationale of the study</li><li>✧ Citing some references and sentences from published materials should be limited up to three references only</li><li>✧ Single indentation for every paragraph</li></ul>	<ul style="list-style-type: none"><li>✧ Uses personal reflection to make a compelling case for investigation and intervention.</li><li>✧ Addresses "real" and "existing" issues and challenges identified by its stakeholders.</li><li>✧ Reports new results, knowledge, and/or conclusions that are falsifiable.</li><li>✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.</li></ul>



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## II. Method

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<b>Research Methodology Guide</b>		
<p><b>A. Research Design</b></p> <ul style="list-style-type: none"><li>◇ Provide a brief description of research design suitable to the nature and purpose of the Action Research.</li></ul>	<ul style="list-style-type: none"><li>◇ Utilizes a research design that is correct and appropriate for investigating the chosen area of focus, problem, or issue.</li></ul>	
<p><b>B. Participants and/or other Sources of Data and Information</b></p> <ul style="list-style-type: none"><li>◇ 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</li><li>◇ If the researcher intends to utilize sample, the sampling design/procedure has to be indicated.</li><li>◇ Clear rationale for their inclusion in the study given.</li></ul>		<ul style="list-style-type: none"><li>◇ 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.</li></ul>
<p><b>C. Data Gathering Methods</b></p> <ul style="list-style-type: none"><li>◇ Describe the data collection method/s to be used</li><li>◇ Ensure that they are aligned with the research questions.</li><li>◇ The research instruments, if any, are appropriate for obtaining the desired kind of data/information.</li></ul>		<ul style="list-style-type: none"><li>◇ Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children).</li></ul>
<p><b>D. Data Analysis</b></p> <ul style="list-style-type: none"><li>◇ Describe the technique/s for data analysis to be used.</li><li>◇ 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.</li></ul>		<ul style="list-style-type: none"><li>◇ 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.</li></ul>



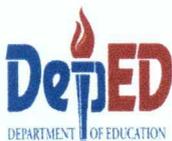
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**III. Results and Discussions**

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<b>Discussion of Results and Discussion Guide</b>	
<p><b>A. Research Results/Findings</b></p> <ul style="list-style-type: none"> <li>✧ This part of the report presents the outcome of the analysis of research data considering the intervention implemented.</li> <li>✧ The following are some of the things that you need to remember in writing about the research findings:               <ul style="list-style-type: none"> <li>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 avoided</li> <li>b. Results can be presented through tables, graphs, charts, and diagrams, which can be made more interesting with colors and readable titles.</li> <li>c. Narrative explanations and interpretation of results should precede tables and graphs.</li> <li>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.</li> <li>e. In explaining the results, include implications and cite probable causes of the findings.</li> <li>f. Discussion of findings should be clear and presented with as much detail as could be extracted from the analyses.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✧ 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.</li> <li>✧ Reports new results, knowledge, and/or conclusions that are falsifiable.</li> <li>✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.</li> </ul>





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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>

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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**

**11<sup>th</sup> Division Research Conference  
February 28, 2026**

<b>TASK</b>	<b>PERSON-IN-CHARGE</b>
Program and Invites	Ms. Phoebe R. Arroyo Mr. Reynante L. Benito
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. Ma. Romma S. Pagador Mr. Jericho L. Ylen Ms. Zarah Jane B. Gaba Mr. Romeo E. Relato III Ms. Katleen F. Fabonan Mr. Michael M. Navia
Usherettes	Ms. Marideth M. Navia Ms. Lorizatie V. Santos Ms. Mayleen V. Espeleta Ms. Rhea P. Garcia
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. Marife R. Go Ms. Gizelle A. Adriano Ms. Gerlhyn C. Argana Ms. Sheila S. Delos Reyes



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Enclosure No.7

**LIST OF SESSION STAFF AND ROOM ASSIGNMENT**

Room .No 1	Andrei F. Sicam Jr. Reynante L. Benito
Room No. 2	Daisy M. Delos Santos Ms. Virma U. Amistoso
Room No. 3	Dr. Kervin D. Balayan Ms. Aira G. Parilla
Room No. 4	Mr. Benjie A. Maala Mr. Michael M. Navia
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. Romeo E. Relato III
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**

**11<sup>th</sup> DIVISION RESEARCH CONFERENCE**  
**February 28, 2026**  
**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 : Dr. CARMEN D. SOLAYAO Education Program Supervisor, English</li><li>• Presentation of the Participants: Dr. JHEMSON C. ELIS Public Schools District Supervisor</li><li>• Presentation of the Judges: Dr. MENIANO D. EBORA Public Schools District Supervisor</li><li>• Statement of Purpose : Ms. MA. REGAELE A. OLARTE Co-Chair, SDRC Chief Education Supervisor, SGOD</li><li>• Inspirational Message : Dr. VIOLETA M. GONZALES, CESO VI OIC - Schools Division Superintendent</li><li>• Keynote Speaker : Dr. HERBERT D. VERTUCIO OIC- Chief Education Supervisor Policy Planning and Research Division</li><li>• Plenary Presentation : Ms. ERLYN D. GALGO Teacher II Filinvest Alabang Elementary School</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>