



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



DIVISION MEMORANDUM

**To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CES, SGOD
CES, CID
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
SGOD SECTION HEADS
CONCERNED PERSONNEL**

Subject: THIRD DIVISION RESEARCH CONGRESS

Date: OCTOBER 31, 2019

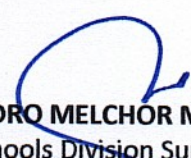
1. The Schools Division of Zamboanga del Norte in its continued quest for excellence, believes in the evidenced-based decision-making. With this, research is underscored as vital in the continuous improvement of the division, to answer the education needs of the recent times.
2. Pursuant to DepEd Order No. 4, s. 2016 Revised Guidelines on the Basic Education Research Fund (BERF), the Schools Division of Zamboanga del Norte will hold a Division Research Congress to provide our researchers an avenue to present their research outputs.
3. To ensure maximum participation, all schools district, through the District Research Committee (DisRC) shall submit three best research output from the elementary and three from the high school. The District Research Committee will submit the researches to the Division Research Committee (DRC). The Public Schools District Supervisors (PSDS's) shall take the lead in the search of best research output in their district serving as the official entry to the congress.
4. The Division Research Committee (DRC), will select the one elementary and one secondary research from each district to present in the Division Research Congress. Researches submitted by the District Research Committee not selected as presenter are considered finalist, in which, their paper will be exhibited during the Third Division Research Congress.
5. The schedule of the Division Research Congress will be on November 27, 2019 in which the venue and date will be determined later.
6. The following are the participants:
 - a. all Public Schools District Supervisors;
 - b. CES, CID;
 - c. CES, SGOD;
 - d. all Education Program Supervisors and CID Chief;
 - e. three (3) elementary school teachers preferably those who submitted research papers; and
 - f. three (3) high school teachers preferably those who submitted research papers.
7. The paper presenters and finalists are advised to prepare a researcher Research Abstract, Research Briefer and three hard copies of the full paper with all the attachments as mentioned in DepEd Order No. 4, s. 2016 Revised Guidelines on the Basic Education Research Fund (BERF) with the original signatures of the author on the front page.



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8. The Research Briefer shall contain the following:
 - a. Research Abstract: The Research Abstract shall have a minimum of 250 words and a maximum of 300 words.
 - b. Title of Research
 - c. Author/s
 - d. Introduction/Rationale
 - e. Research Questions
 - f. Methodology
 - g. Results and Discussions
 - h. Conclusions/Recommendations/Action Plan
 - i. Keywords: there must be at least seven (7) keywords which shall be articulated after the abstract.
9. The full paper shall be printed with a Times New Roman font at 12 points. It shall be in a MSWord document format in a short-size bond paper. The following attachments pursuant to DepEd Order No. 4, s. 2016 Revised Guidelines on the Basic Education Research Fund (BERF) shall be attached:
 - a. copy of the accomplished MOA;
 - b. accomplished research proposal application form;
 - c. letter of approval from research committee chair;
 - d. original signature for researcher over printed name in the front page;
 - e. certificate of acceptance for the deliverables.
10. The presenter shall prepare a MS PowerPoint presentation containing the following:
 - a. title of Research with Author/s;
 - b. introduction and statement of the problem;
 - c. two-line theoretical background and rationale of the study;
 - d. research paradigm;
 - e. research methodology (sampling, data collection, respondents, instrument and statistical treatment of data);
 - f. findings, conclusions, recommendations; and
 - g. output of the study (if applicable).
11. Incentives to the research presenter and finalists shall be given subject to the grant and funding available under the Basic Education Research Fund (BERF).
12. The travel and incidental expenses incurred by the participants in the Division Research Congress and August 29, 2017 meeting will be charged against school MOOE for the district research focal person and SDO funds for the PSDS's subject to the usual government accounting and auditing procedure.
13. For information, guidance and wide dissemination.


PEDRO MELCHOR M. NATIVIDAD, Ph.D., CSEE
Schools Division Superintendent