



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

13 Jan 2025

**DIVISION MEMORANDUM**

No. **013** , s. 2025

**SCHEDULE FOR THE CONDUCT OF THE RESEARCH CONGRESS FOR CY 2025**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. In relation to the alignment of SDO Sarangani's major activities to ensure the timely and judicious utilization of its fund allocations and to provide strategic direction to all levels of governance regarding Research Management, the School Governance and Operations Division - Planning and Research Section (SGOD-PRS) sets the schedule for the conduct of the research congress, as follows:

Level	Target Schedule	Venue	Facilitator
School	January 2025	School	School Research Committee
District	February-April 2025	TBA	District Research Committee/Sarangani Research Writers Association
Municipality	July 2025	TBA	
Division	August 22, 2025	TBA	Schools Division Research Committee/Sarangani Research Writers Association
Region	October 22-24, 2025		Region Research Committee

2. Enclosed are the uniform guidelines for the activity.
3. All expenses for this activity are chargeable against MOOE, local funds, and Special Education Fund, subject to the usual accounting and auditing rules and regulations.
4. For inquiries, contact Mr. Felipe B. Tuyogon Jr. at 09229763957.
5. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent



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Encl.: As stated

Reference: N o n e

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

**RESEARCH OR STUDIES**

FBTJ/SGOD-PRS/DM – schedule for the conduct of the research congress for cy 2025  
0059/13 January 2025



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**2025 SCHOOL/DISTRICT/MUNICIPAL/DIVISION/REGION  
RESEARCH CONGRESS GUIDELINES**

1. The research congress is open to all research practitioners and enthusiasts in the Department of Education, particularly teaching, teaching related and non-teaching personnel in SDO Sarangani Province.
2. The congress shall focus on showcasing Educational Basic and Action Research conducted in the school, district and division level to address problems related to access, quality, and governance of basic education focusing on the following themes based on the National Basic Education Research Agenda (BERA) - Theme 1: Teaching and Learning; Theme 2: Child Protection; Theme 3: Human Resource Development; and Theme 4: Governance cum Cross-cutting Themes on Disaster Risk Reduction Management (DRRM), Inclusive Education & Gender and Development (GAD).
3. The research manuscripts shall be observed the following:
  - not to exceed 3,500 words in a single space
  - use A4 size bond paper with “Arial” font style and font size “11”
  - follow a 1-inch margin on all sides
4. The full version of the paper with the “author, date” in-text referencing format, shall have the following parts:
  - A. Oral Presentation (Action Research)
    - Title
    - Abstract (not more than 200 words)
    - Major Parts:
      - I. Context and Rationale
      - II. Action Research Questions
      - III. Innovation, Intervention, and Strategy
      - IV. Action Research Methodology
        - a. Research Method
        - b. Participants and/or Other Sources of Data and Information
        - c. Data Gathering Method
        - d. Data Analysis Techniques
      - V. Discussion of Results
      - VI. Reflection (Qualitative Research) or Conclusion and Recommendation (Quantitative Research)
      - VII. References (APA Style 7th Ed.)
  - B. Poster Presentation (Action Research)
    - Title
    - Abstract (not more than 200 words)
    - Major Parts:



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- I. Context and Rationale
- II. Action Research Questions
- III. Innovation, Intervention, and Strategy
- IV. Action Research Methodology
  - a. Research Method
  - b. Participants and/or Other Sources of Data and Information
  - c. Data Gathering Method
  - d. Data Analysis Techniques
- V. Discussion of Results Reflection (Qualitative Research) or Conclusion and Recommendation (Quantitative Research)
- VI. References (APA Style 7th Ed.)

5. The following pointers shall guide presenters for the Oral Category:

- a) The oral presentation shall last 15 minutes per Oral Presenter, with 5 minutes for interpellation.
- b) The organizer will provide the LCD projector.
- c) Each paper presenter for Oral Presentation will present the gist of the following:
  - Context and Rationale
  - Action Research Questions/Objectives
  - Innovation, Intervention, and Strategy
  - Action Research Methodology
  - Discussion of Results
  - Reflection (Qualitative Research) or Conclusion and Recommendation (Quantitative Research)
  - References (APA Style 7th Ed.)

6. Presenters for the Poster Category shall adhere to the following guidelines:

- a) Use a vertical (portrait) layout that is 48x36 inches.
- b) Use "Arial" font style, and the font size is not less than "18."
- c) The Poster should include the following:
  - Title
  - Abstract
  - Context and Rationale
  - Action Research Questions/Objectives
  - Innovation, Intervention, and Strategy
  - Action Research Methods
  - Discussion of Results
  - Reflection (Qualitative Research)/Conclusion and Recommendation (Quantitative Research)
  - References (APA Style 7th Ed.)
- d) Participants shall prepare the stand. It shall be displayed in the designated area on the scheduled date of the Poster Presentation.

7. The set of Rubrics for Judging the Best Paper per strand for both oral and poster presentation category is presented as follows:



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**A. RUBRICS IN JUDGING BEST ORAL PRESENTATION**

CRITERIA	INDICATORS	RATING		
		Excellent	Good	Fair
Part I. Oral Presentation (15%)				
Delivery (10%)	<ul style="list-style-type: none"><li>• There is manifestation of mastery of the topic.</li><li>• There is observance of the elements of speech (Pronunciation, enunciation, voice inflection).</li><li>• The presenter stimulates interest of the listeners.</li></ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are Either good or fair. (8 pts.)
Logical Presentation (5%)	<ul style="list-style-type: none"><li>• The results of the study are presented logically from context &amp; rationale down to conclusion &amp; recommendation.</li><li>• Unity and coherence are observed all through every part of the presentation.</li><li>• Slide decks follow the standards and are easy to comprehend.</li></ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
Part II: Research Content (85%)				
Title (5%)	<ul style="list-style-type: none"><li>• The title is specific/appropriate.</li><li>• It captures the essence (purpose, scope/respondents of the study) of the research.</li><li>• The title accurately portrays what the paper is about.</li></ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)



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Context & Rationale (10%)	<ul style="list-style-type: none"> <li>The background of the study is well-presented.</li> <li>The general purpose of the study is discussed comprehensively.</li> <li>There are at least five related literature and studies cited.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Research Questions/ Objectives (10%)	<ul style="list-style-type: none"> <li>They are clearly stated.</li> <li>They are aligned with the research title.</li> <li>The research questions are contextualized by the proponent.</li> </ul>	. All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Intervention/ Innovation/ Strategy (IIS) (10%)	<ul style="list-style-type: none"> <li>It clearly describes the IIS being initiated.</li> <li>The IIS is aligned and appropriate to the identified problem being undertaken.</li> <li>The concepts should be straight to the point and focus on essential aspects only.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Methodology (10%)	<ul style="list-style-type: none"> <li>The research design is appropriate and there is an explanation why it is chosen.</li> <li>There is a mention of data collection tools and data analysis techniques to be used; they are appropriate</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair.	Only 1 indicator is excellent; others are either good or fair.
Discussion of Results (15%)	<ul style="list-style-type: none"> <li>The graphs, tables and figures are clearly well-labelled.</li> <li>The results are well-presented.</li> <li>The data are analyzed using appropriate statistical tool.</li> </ul>	All the 3 indicators are excellent. (15 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (12 pts.)	Only 1 indicator is excellent; others are either good or fair. (10 pts.)





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Summary of Findings/ Conclusion & Recommendation (10%) •	<ul style="list-style-type: none"> <li>• The study has addressed any policy issue.</li> <li>• The reflection/ conclusion answers the research questions and aligned with the findings.</li> <li>• The reflection/recommendations offer concrete solutions to the problems of the study.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 2 indicators are either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Scientific Content (5%)	<ul style="list-style-type: none"> <li>• The study puts broader context/justification for research.</li> <li>• The study discusses in a simple but concise manner.</li> <li>• It is supported by sufficient related studies at least minimum of 5.</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
References (5%)	<ul style="list-style-type: none"> <li>• It observes in-text referencing.</li> <li>• It observes proper citation.</li> <li>• They are of varied sources.</li> </ul>	All the 3 indicators are excellent. (5pts)	Only 2 indicator is excellent; 1 indicator is either good or fair. (4pts.)	Only 1 indicator is excellent; others are either good or fair. (3pts.)
Writing Mechanics (5%)	<ul style="list-style-type: none"> <li>• It observes correct usage of grammar.</li> <li>• It observes correct spelling.</li> <li>• The sentences are short, clear, and free of necessary jargon.</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator are excellent; others are either good or fair. (3 pts.)

**A. RUBRICS IN JUDGING FOR BEST POSTER PRESENTATION**

CRITERIA	INDICATORS	RATING		
		Excellent	Good	Fair
<b>Part I. Poster Display (20%)</b>				



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First Impression (5%)	<ul style="list-style-type: none"> <li>• The color schemes used, are easy on the eye</li> <li>• The font size or style is easily readable.</li> <li>• The poster stimulates interest and discussion.</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
Layout (10%)	<ul style="list-style-type: none"> <li>• It is easy to follow the sequence in the poster.</li> <li>• There is a good flow of information (logical layout of information).</li> <li>• The lay-out is appropriate.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator are excellent; others are either good or fair. (8 pts.)
Writing Mechanics (5%)	<ul style="list-style-type: none"> <li>• It observes correct usage of grammar.</li> <li>• It observes correct spelling.</li> <li>• The sentences are short, clear, and free of necessary jargon.</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator are excellent; others are either good or fair. (3 pts.)
Title (5%)	<ul style="list-style-type: none"> <li>• The title is specific/appropriate.</li> <li>• It captures the essence (purpose, scope, and respondents of the study) of the research.</li> <li>• The title accurately portrays what the paper is about.</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.) 1 indicator is excellent; others are either good or fair.	Only 1 indicator is excellent; others are either good or fair. (3 pts.)





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Abstract (5%)	<ul style="list-style-type: none"> <li>• The research purpose is clearly stated.</li> <li>• The methodology is presented well.</li> <li>• The general findings are summarized as well as reflection/conclusion and recommendation</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
Context & Rationale (10%)	<ul style="list-style-type: none"> <li>• The background of the study is well-presented.</li> <li>• The general purpose of the study is discussed comprehensively.</li> <li>• There are at least five related literature and studies cited.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Research Questions/ Objectives (5%)	<ul style="list-style-type: none"> <li>• They are clearly stated.</li> <li>• They are aligned with the research title.</li> <li>• The research questions are contextualized by the proponent.</li> </ul>	. All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
Intervention, Innovation & Strategy (IIS) (10%)	<ul style="list-style-type: none"> <li>• It clearly describes the IIS being initiated.</li> <li>• The IIS is aligned and appropriate to the identified problem being undertaken.</li> <li>• The concepts should be straight to the point and focus on essential aspects only.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)



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Methodology (10%)	<ul style="list-style-type: none"> <li>The research design is appropriate and there is an explanation why it is chosen.</li> <li>There is a mention of data collection tools and data analysis techniques to be used; they are appropriate for the type of data collected.</li> <li>It uses appropriate sampling techniques.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Discussion of Results (15%)	<ul style="list-style-type: none"> <li>The graphs, tables and figures are clearly well-labelled.</li> <li>The results are well- presented.</li> <li>The data are analyzed using appropriate statistical tool.</li> </ul>	All the 3 indicators are excellent. (15 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (12 pts.)	Only 1 indicator is excellent; others are either good or fair. (10 pts.)
Reflection/ Conclusion & Recommendation (10%)	<ul style="list-style-type: none"> <li>The study has addressed any policy issue.</li> <li>The reflection/ conclusion answers the research questions and aligned with the findings.</li> <li>The reflection/recommendations offer concrete solutions to the problems of the study. excellent.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 2 indicators are either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Scientific Content (5%)	<ul style="list-style-type: none"> <li>The study puts broader context/justification for research.</li> <li>The study discusses in a simple but concise manner.</li> <li>It is supported by sufficient related studies.</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)



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References (5%)	It observes in-text referencing. <ul style="list-style-type: none"><li>• It observes proper citation.</li><li>• They are of varied sources.</li></ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicator is excellent; 1 indicator is either good or fair. (4 pts.) Only 1 indicator is excellent; others are either good or fair. (3 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
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The decision of the panel of adjudicators is final and irrevocable.