



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

DEPARTMENT OF EDUCATION  
DIVISION OF SARANGANI  
**RELEASED**  
RECORDS UNIT

**28 Aug 2025**

**DIVISION MEMORANDUM**

SGOD-2025-149

**CONDUCT OF THE 2025 MAASIM MUNICIPAL ACTION RESEARCH CONGRESS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School heads  
All Others Concerned

1. Relative to Division Memorandum No. 013, s.2025 entitled **“SCHEDULE FOR THE CONDUCT OF THE RESEARCH CONGRESS FOR CY 2025”**. Please be informed that the 2025 Maasim Municipal Action Research Congress will be on **August 27, 2025, from 8:00 a.m. to 5:00 p.m.** in Maasim Central Elementary School, Maasim, Sarangani Province.
2. The research congress aims to:
  - a. Showcases the latest research on strategically improving access, quality, and governance of basic education.
  - b. strengthens the alignment of research initiatives with the Basic Education Research Agenda.
  - c. Capacitate educators and policymakers on the new trends of research techniques and methodologies; and
  - d. Foster the culture of conducting research in aid of evidence-based policy formulation, program development, and replication of research-enabled practices.
3. Enclosed are the Activity Matrix, Lits of Program Management Team, Municipal Research Congress Guidelines, Rubrics for Judging and other details for easy reference.
4. School Heads of the identified Teacher-Participants are directed to ensure that no classes will be left unattended during the conduct of the said activity.
5. Food, accommodation and other expenses relative to this activity are chargeable against Special Education Fund of Maasim.
6. For inquiries, contact Ms. Taya A. Saling at 09199011169.



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

---

7. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated

Reference: As stated

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

**RESEARCH OR STUDIES**

AAD/SGOD/MLA – conduct of the 2025 maasim municipal action research congress  
0798/August 28, 2025



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

Enclosure 1: **ACTIVITY MATRIX**

Time	Activity	Person In-charge	No. Of Minutes
7:30 – 8:30 AM	Arrival and Registration		30 Minutes
8:00-8:15 AM	Opening Program	AVP	15 Minutes
	Phil. National Anthem		
	Prayer		
	Regional Hymn		
	Sarangani Hymn		
	DepEd Quality Policy Statement		
8:15-8:20 AM	Checking of Attendance	EUGINE ERICK L. DINOPOL, Maasim 2 District Coordinator - School Head, Lebe I.S.	5 Minutes
8:20-8:25 AM	Opening Remarks	RUVELYN L. HOMECILLO MCES School Head	5 Minutes
8:25-8:30 AM	Statement of Purpose	ROBERT R. BIBOSO, Maasim 3 District Coordinator - School Head, Anecito Lopez Sr. NHS.	5 Minutes
8:30-8:35	Message	TAYA A. SALING, PSDS MAASIM 1, 2 & 3 District Head	5 Minutes
8:35-8:40 AM	Introduction of Adjudicators	GENEVEVE ASUNCION, Maasim 1 District Coordinator - School Head, Rogaya Bajunaid I.S..	5 Minutes
8:40-9:00 AM	Reading of Guidelines and Criteria	Chair of the Board of Adjudicators	20 Minutes
9:00-12:00	Presentation Proper Oral Presentation <ul style="list-style-type: none"> <li>Theme 1A: Teaching &amp; Learning (Sub-themes: Instruction &amp; Curriculum)</li> <li>Theme 1B: Teaching and Learning (Sub-themes: Learners' Assessment &amp;</li> </ul>	Technical Working Group	180 Minutes



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

	Learning Outcomes) <ul style="list-style-type: none"> <li>● Theme 2: Child Protection</li> <li>● Theme 3: Human Resource Development</li> <li>● Theme 4: Governance and its <b>cross-cutting themes</b> on Disaster Risk Reduction and Management (DRRM), Gender and Development (GAD), and Inclusive Education</li> </ul>		
12:00-1:00	Lunch Break		
1:00-3:30	Poster Presentation <ul style="list-style-type: none"> <li>● Theme 1A: Teaching &amp; Learning (Sub-themes: Instruction &amp; Curriculum)</li> <li>● Theme 1B: Teaching and Learning (Sub-themes: Learners' Assessment &amp; Learning Outcomes)</li> <li>● Theme 2: Child Protection</li> <li>● Theme 3: Human Resource Development</li> <li>Theme 4: Governance and its <b>cross-cutting</b></li> </ul>	Technical Working Group	150 Minutes



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

	<b>themes</b> on Disaster Risk Reduction and Management (DRRM), Gender and Development (GAD), and Inclusive Education		
3:30-4:00 PM	Announcement of Winners and Awarding of Certificates		30 Minutes
4:00-4:15	Acknowledgment and Closing Remarks	GENEVEVE A. ASUNCION, Maasim 1 District Coordinator - School Head, Rogaya Bajunaid I.S..	15 Minutes
4:15-4:30 PM	Closing Prayer		15 Minutes

**Program Management Team**

Role	Name	Position/Designation
Program In-charge	Taya A. Saling	PSDS
	Geneveve Asuncion	Maasim 1 District Reseach Coordinator
	Eugene Erick L. Dinopol	Maasim 2 District Reseach Coordinator
	Robert R. Biboso	Maasim 3 District Reseach Coordinator
Secretariat	Jealet G. Rojo	AO II
	Jane O. Rangas	AO II
	Jumer M. Palma	AO II
	Rocel A. Tabar	AO II
Program and Certificates	Glorylyn M. Opong	AO II
	Winston Cepeda	AO II
	Oscar Alicarte	Research Coordinator- Mangelen IS
	Aimee V. Aragon	Research Coordinator- SFCES
	Alora A. Dupal-ag	Assistant Research Coordinator- Mangelen IS
Food Committee	Nicon Perez	ADAS II- Aniceto Lopez Integrated School
	Joy Muyet Alquiza	AO II
	Maria Jonalene C. Empuerto	ADAS II
Sound and Video in-charge	Robert Ferenal	Research Coordinator- Malbang Elementary School
	Redge G. Serentas	Research Coordinator- Lamlabong IS



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

	Angeline S. Tapan	Research Coordinator- MCES
Documentation	Leorim Jade S. Abunas	Research Coordinator- FLPES
PMT - Oral Category	May O. Mariposque	Research Coordinator- RBIS
	Marnie V. Emoy	Research Coordinator- Bongo IS
	Susuung Sammah	Research Coordinator- DAIS
	Maricar Mondilo	Research Coordinator- Seven Hills Elem. School
PMT - Poster Category	Bambi Joy M. Paglumotan	Research Coordinator- Arcal Elementary School
	Lovely Jean Navales	Research Coordinator- Blat Integrated School
	Betsy Rose L. Basa	AO II
Venue Preparation	Cherilyn Cabca, Harold Cereño Elica Farnazo, Glenda Ausad, Nikka Maye Tangaro, Krizl Jean S. Calizo, Princess C. Donato, Riza Mae O. Fronteras, Marissa P. Saquin, Charbie Cabasag	Maasim 2 Research Coordinators
Program Host	Rachelle Zerda	AO II

Enclosure 3: **MUNICIPAL RESEARCH CONGRESS GUIDELINES**

1. The congress is open to all qualifying entries during the District Research Congress in the Municipality of Maasim for Oral and Poster Presentations. Each Entry must be composed of a maximum of three (3) teacher-researchers with one (1) lead author.
2. Entries shall focus on conducted action research in school or higher level with the aim of addressing problems involving access, quality, and governance of basic education.
3. Research entries shall be categorized based on the following themes under the Basic Education Research Agenda:

Theme 1A - Teaching and Learning (Sub-Themes: Instruction and Curriculum)

Theme 1B - Teaching and Learning (Sub-Themes: Learning Assessment & Learning Outcomes)

Theme 2 - Child Protection

Theme 3 - Human Resource Development





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

---

Theme 4 - Governance and Its cross cutting themes on Disaster Risk Reduction and Management (DRRM), Gender and Development (GAD), and Inclusive Education

4. The District Research Committee Secretariat of each district is required to submit one (1) copy of full version of research entries to the Municipal Research Committee not later than October 9, 2024 with the following specifications: Not exceeding 3500 words (single space, arial font style, font size 11, with margins 1.5-1-1-1, to be printed in A4 size bond paper).

5. The full version of the paper with the “author, date” in-text citation format, shall have the following parts:

- I. Title Page
- II. Abstract (Not more than 200 words)
- III. Context and Rationale
- IV. Innovation, Intervention, and Strategy
- V. Action Research Questions
- VI. Action Research Method
  - a. Participants and/or Other Sources of Data and Information
  - b. Data Gathering Methods
  - c. Ethical Issues
- VII. Discussion of Results and Reflection
  - a. Findings
  - b. Summary
  - c. Conclusion
  - d. Recommendations
  - e. Reflection
- VIII. Action Plan
- IX. References.

6. Paper presenters shall be guided by the following rules:

- a. The oral presentation will last 5-7 minutes only, with 10 minutes feedback from adjudicators.
- b. The context of the slide presentation shall be composed of:
  - Slide 1 - Action Research Title and Proponents
  - Slide 2 - Abstract
  - Slide 3 - Context and Rationale
  - Slide 4 - Innovation/Intervention/Strategy
  - Slide 5 - Research Questions
  - Slide 6 - Research Methods
  - Slide 7 - Discussion of Results and Reflection
  - Slide 8 - Action Plan
  - Slide 9 - References



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

7. For poster presenters, researchers are advised to display their research posters in portrait with 48in x 60 in dimensions and font size shall range from 16-18. The following parts will be included in the poster display:

- a. Action Research Title and Proponents
- b. Abstract
- c. Context and Rationale
- d. Innovation/Intervention/Strategy
- e. Research Questions
- f. Research Methods
- g. Discussion of Results and Reflection
- h. Action Plan
- i. References

Enclosure 4: **RUBRICS FOR JUDGING THE BEST PAPER**

**Rubrics for Oral Presentation**

Criteria	Indicators	Rating		
		Excellent	Good	Fair
<b>Clear Focus (20%)</b>	* The topic is clear. * It is clearly introduced at the beginning of the paper. * The body of the paper and its conclusion clearly related to the topic.	All the 3 indicators are met (20pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (18pts.)	Only 1 indicator's met, others are either good or fair. (15pts.)
<b>Research (25%)</b>	* The paper contains enough information to back up its ideas. * There are enough sources of information. * The sources are reliable and recent. * They are varied and balanced, especially on controversial issues. * When appropriate, the paper used different types of resources such as	All the 5 indicators are met (20pts.)	Only 3 indicators are evident and 2 indicators are good or fair. (18pts.)	Only 1 indicator's met, others are either good or fair. (15pts.)





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

	books, journals, newspapers, interviews, or the internet.			
<b>Reasoning and Organization (25%)</b>	<ul style="list-style-type: none"> <li>* The key concepts are defined and presented in a clear way.</li> <li>* The paper's argument follows a logical outline.</li> <li>* The parts of the paper are coherent and information is presented clearly.</li> <li>* When appropriate, the paper used statistics, tables, and/or graphs.</li> <li>* The author/s quote only when necessary - the author introduced every quotation and cite its source.</li> </ul>	All the 5 indicators are met (20pts.)	Only 3 indicators are evident and 2 indicators are good or fair. (22pts.)	Only 1 indicator's met, others are either good or fair. (20pts.)
<b>Documentation (10%)</b>	<ul style="list-style-type: none"> <li>*The information is documented in the body of the paper.</li> <li>* The sources are cited in the APA style.</li> <li>*They are in the right places.</li> </ul>	All the 3 indicators are met (10pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (8pts.)	Only 1 indicator's met, others are either good or fair. (5pts.)
<b>Writing Mechanics (10%)</b>	<ul style="list-style-type: none"> <li>* The paper observes the correct usage of grammar.</li> <li>* It observes correct spelling.</li> <li>* The sentences are short, clear, and free of unnecessary words.</li> </ul>	All the 3 indicators are met (10pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (8pts.)	Only 1 indicator's met, others are either good or fair. (5pts.)
<b>Delivery (10%)</b>	* The oral presentation is clear	All the 3 indicators are	Only 2 indicators are	Only 1 indicator's met,



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

	and logical. * The presenter displays mastery. * Generally, the presenter arouses the interest of the audience.	met (10pts.)	evident and 2 indicators are good or fair. (8pts.)	others are either good or fair. (5pts.)
--	---	--------------	--	---

**Rubrics for Poster Presentation**

Criteria	Indicators	Rating		
		Excellent	Good	Fair
Part I. Poster Display (30%)				
First Impression (10%)	* The color schemes utilized are in excellent combination. * The font size or style are readable. * The poster stimulates interest and discussion	All the 3 indicators are met (10pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (8pts.)	Only 1 indicator’s met, others are either good or fair. (7pts.)
Layout (15%)	* The layout is sequentially easy to follow. * There is a good flow of information (logical layout of information). The layout is appropriate.	All the 3 indicators are met (15pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (12pts.)	Only 1 indicator’s met, others are either good or fair. (10pts.)
Writing Mechanics (5%)	* The paper observes correct usage of grammar. It observes correct spelling. The sentences are short, clear and free of unnecessary words.	All the 3 indicators are met (5pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (3pts.)	Only 1 indicator’s met, others are either good or fair. (2pts.)
Part II. Research Content (70%)				
Action Research Questions	* The research questions are contextualized by the	All the 3 indicators are met (5pts.)	Only 2 indicators are evident and 2	Only 1 indicator’s met, others are either



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

<b>(5%)</b>	proponent.		indicators are good or fair. (3pts.)	good or fair. (2pts.)
<b>Conceptual Framework (5%)</b>	<ul style="list-style-type: none"> <li>* It captures the essential variables of the study. It is aligned with the research questions and title.</li> <li>* The concepts should be straight to the point and focus on essential aspects only.</li> </ul>	All the 3 indicators are met (5pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (3pts.)	Only 1 indicator's met, others are either good or fair. (2pts.)
<b>Methodology (10%)</b>	<ul style="list-style-type: none"> <li>* There is a mention of data collection tools and it is appropriate for the type of data collected.</li> <li>* There is a research strategy and an explanation why it is chosen.</li> <li>* It uses appropriate sampling techniques.</li> </ul>	All the 3 indicators are met (10pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (8pts.)	Only 1 indicator's met, others are either good or fair. (5pts.)
<b>Results (15%)</b>	<ul style="list-style-type: none"> <li>* The graphs, tables and figures are clearly well-labeled.</li> <li>* The results are well-presented.</li> <li>* The data are analyzed using appropriate statistical tool.</li> </ul>	All the 3 indicators are met (15pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (12pts.)	Only 1 indicator's met, others are either good or fair. (10pts.)
<b>Conclusion and Recommendation (15%)</b>	<ul style="list-style-type: none"> <li>* The study has addressed any policy issue and/or development of a program.</li> <li>* The conclusion answers the research questions.</li> <li>* The conclusions are supported by data and aligned with the</li> </ul>	All the 3 indicators are met (15pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (12pts.)	Only 1 indicator's met, others are either good or fair. (10pts.)



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

	summary of findings. * The recommendations offer concrete solutions to the problems of the study. * It has practicable Action Plan.			
<b>Scientific Content (10%)</b>	* The study puts broader context/justification for research. * The study discusses in a simple but concise manner.	All the 3 indicators are met (10pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (8pts.)	Only 1 indicator's met, others are either good or fair. (7pts.)
<b>References (5%)</b>	* It observes in-text referencing. * It observes proper citation.	All the 3 indicators are met (5pts.)	Only 2 indicators are evident and 2 indicators are good or fair. (3pts.)	Only 1 indicator's met, others are either good or fair. (2pts.)