



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

UNNUMBERED MEMORANDUM

TO: OIC-Office of the Assistant Schools Division Superintendent
 Chief – Curriculum Implementation Division
 Chief – School Governance and Operations Division
 Schools Division Research Committee (SDRC) Members
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM: **ORLANDO E. MANUEL PhD, CESO V**
 Schools Division Superintendent

DATE: JUNE 24, 2024

Subject: SUBMISSION OF PERTINENT DOCUMENTS FOR THE CONDUCT OF FOURTH REGIONAL PLANNING CONFERENCE

- In line with the Regional Memorandum No. 137, s. 2024 dated June 11, 2024 entitled “**4th Regional Planning Conference**”, this office through the Schools Division Research Committee (SDRC) announces the submission of pertinent documents from the concerned schools and personnel for the said activity.
- The following schools with recognized School-Based Management level of practices are recommended to join the Search for Best Strategic and Operational Planning for Elementary and Secondary Schools:

School	Category	School Head
1. Solano South CS	Elementary	Jovelyn G. Lacangan EdD
2. Solano North ES	Elementary	Maggie Ronalyn Y. Bacani EdD
3. Bayombong CS	Elementary	Rubilita B. Tallase
4. Solano HS	Secondary	Trinidad B. Logan PhD
5. Bintawan NHS	Secondary	Amadeo B. Dulay
6. Bagabag NHS	Secondary	Teresita M. Taboy

- Entries for the Search for Best Strategic and Operational Planning for elementary and secondary schools are requested to prepare the following pertinent documents in triplicate copies with ready pdf file.

Criteria	Required Documents/MOVs
Preliminary Pages Indorsement Letter SBM Certification (Division/Region) Awards and Recognition Received by the School (2022-2024)	
1. Enhanced-School Implementation Plan (E-SIP)	a. Duly signed and approved E-SIP Highlight the MATATAG aligned activities
2. Budget Utilization Rate	a. Duly signed Budget Utilization Reports b. Financial Reports (2022-2024)
3. WFP with PPMP and APP	Duly signed and approved



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Criteria	Required Documents/MOVs
	WFP for 2022 with approved APP and PPMP WFP for 2023 with approved APP and PPMP WFP for 2024 with approved APP and PPMP
4. OPCRf	3 Years OPCRf of the School SY 2021-2022, SY 2022-2023, SY 2023-2024
5. Annual Implementation Plan (AIP)	Approved and Duly Signed AIP with MATATAG Aligned Activities
6. Notable Practices and PAPs aligned to the MATATAG Key Initiatives	Duly signed Key-Initiatives of the Schools Awards and Recognition Narrative Reports

(Hardbound green cover with proper ear-tabs; cover design may be lay out by the school)
-ALL documents shall be duly signed by the school heads and/or approving authority

4. Entries for the completed action, basic and poster research are the following:

A. Completed Action Researches

Researcher	School/District	Research Title
1. Helen Angelica V. Gadiano, Teacher II	Bintawan NHS Villaverde	Project ROBOTuro: Its Effect on the Interest and Mastery Level of Grade 12 STEM and ICT Students Towards Education Robotics Integration in the Senior High School Curriculum
2. Kevin P. Aquino, Teacher I	Bugkalot HS Dupax Del Norte II	Utilizing Gamified E-learning Applications in Earth and Life Science in Assessing Mastery, Motivation and Experiences of Grade 12 Learners
3. Glanda P. Garcia, Teacher III	Bambang NHS Bambang I	Using Reflective Abstraction in Improving the Performance of Grade 11 STEM Students in Solving Situational Problems in Conic Sections

B. Completed Basic Researches

Researcher	School/District	Research Title
Jonathan C. Pamittan, Head Teacher III	Bambang NHS Bambang I	Supervisory and Decision Making Practices of School Administrators of Bambang I District: Basis for Development Project
Reynold B. Mariano, Head Teacher III	Tiblac ES Daclig ES Ambaguio	Challenges and Level of Implementation of Indigenous Peoples Education
Darlene C. Derije, Principal I	Bantinan ES Santa Fe	Assessment of Early Reading Intervention: Basis for an Enhanced-Cluster-based Reading Program



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C. Completed Researches for Poster

Researcher	School/District	Research Title
Clarence Jeanne G. Verdadero, Teacher II Leamar B. Malenab, Teacher II	Bintawan NHS Villaverde	Extent of Awareness of Grade 11 Ayangan Learners on Cultural Symbols and Practices Towards attainment of Cultural Understanding through Seminar-Workshop
Jastine Gerald T. Descalzo, Teacher II	Santa Clara HS Aritao East	Integrating Technology-based Interventions in Improving Mastery and Interest Levels in Setting Up Computer Servers of Grade 12 Students
Neil Kevin R. Navarete, Teacher I	Baguingey ES Solano II	Grade 3 Pupils' Mastery of DOLCH Sight Words Using Mobile Applications

5. Researchers for action and basic are requested to submit reports on the utilization and dissemination of researchers following the order of documents attached in Annex 1A and/or 1B of this memorandum. Submit in duplicate copies, ring-bind with proper ear-tabs.
6. Poster researches shall comply with the document requirements seen on Annex AC.
7. Documents both for Strategic and Operational Planning and Research shall be submitted on or before **3:00 PM, Friday, July 19, 2024** at the SDO-Planning and Research Section.
8. For inquiry, please communicate to the School Governance and Operations Division – Planning and Research (SGOD-PAR) through Romeo Emmanuel C. Yarcia II and Rommel S. de Gracia.
9. Information and immediate dissemination of this memorandum is desired,

Encl.:
As Stated

References:
Regional Memorandum No. 137, s. 2024. 4th RPC
DepEd Order No. 16, s. 2017. Research Management Guidelines





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Annex 1A: GUIDE FOR APPRAISING COMPLETED ACTION RESEARCH

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions			
		low ←			→ high
I. MANUSCRIPT (50 points)					
Abstract (5 points)	Not evident. (no point)	Only 2-3 components are discussed and not within the 150 to 250-word limit. (1-2 points)	The introduction, methodology, findings, conclusion, and keywords are accurate. However, it is not within the 150 to 250-word limit. (3-4 points)	The introduction, methodology, findings, conclusion, and keywords are briefly but well discussed; abstract contains 150-250 words. (5 points)	
	Not discussed. (no point)	Contains general description of the problem or issue as its focus of inquiry. (1-2 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained. (3-4 points)	The nature, extent, and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (5 points)	
	Not presented. (no point)	Contains the intervention, innovation, or strategy to address the problem or issue. (1-2 points)	The intervention or strategy used, users, and activities undertaken were discussed. (3-4 points)	The rationale, extent, and limitation of the intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support. (5 points)	
	Not stated. (no point)	The aims, objectives, or general research questions are stated. (1-2 points)	The research questions specified the variables or the focus of inquiry	The research question(s) logically proceeded from the context of the inquiry. It clearly relates to the identified problem or issue, and	



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				including the key elements of the research. (3-4 points)	conveys the desired change or improvement. (5 points)
Action Research Methods (13 points)	Participants and/or other Sources of Data and Information (5 points)	Not stated. (no point)	The target participants and/or other sources of data and information (ex: learners, teachers, documents, realia, learners' products, others) are discussed. (1-3 points)	Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (4-5 points)	
	Data Gathering Method(s) (5 points)	Not described. (no point)	The general description of the method(s) employed for gathering data are discussed. (1-2 points)	Details of the data gathering method(s) are provided: the specific kinds of data, how and when they were collected (ex: pretest and posttest scores). The research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others). (3-4 points)	The selected data gathering method(s) is suited to the nature and purpose of the action research. The data gathering method(s) is aligned with the research question(s). Research instruments, if any, are appropriate for obtaining the desired kind of data/information. (5 points)
	Ethical Issues (3 points)	Not discussed. (no point)	Contains basic information of how ethical issues were observed/addressed for some parts/activities of the research (1 point)	Contains detailed discussion of how ethical issues were observed/addressed for some parts/activities of the research (2 points)	Contains specific of how ethical issues were observed/addressed all throughout the research. (3 points)



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Discussion of Results and Reflections (5 points)	Not discussed. (no point)	Analyses of data and reflections are briefly discussed. (1-2 points)	Findings are analyzed and reflections are discussed comprehensively. (3-4 points)	Findings are comprehensively analyzed and presentation of data is organized. The analyses and reflections are aligned with the research problems utilizing Gathered quantitative data and/or qualitative data. (5 points)
Action Plan (3 points)	Not included (no point)	The major activities and timelines for utilization and dissemination of research findings are listed. (1-2 points)		The details of the activities and timelines for utilization and dissemination of research findings are presented using SPATRES format. (3 points)
References (3 points)	Not included (no point)	Sources used were cited and listed in the References with minor errors in using APA 7 th Edition formats. (1 point)	Majority of the sources used were cited and listed in the References using APA 7 th Edition formats. (2 points)	All sources used in the research were cited and listed in the References using APA 7 th Edition formats. (3 points)
Financial Report (3 points)	Not included (no point)	Some of the presented/accounted expenses are not allowed per RMG. (1 point)	Majority of the presented/accounted expenses are allowed per RMG. (2 points)	All of the presented/accounted expenses are allowed per RMG. (3 points)
Appendices (3 points)	Not included (no point)	Appended all of the at least 4-5 of the following: transmittal/ endorsement letters/forms, approved proposal, intervention, pretest & posttest, sample of consent letter, photo documentation, and	Appended all of the at least 4-5 of the following: transmittal/ endorsement letters/forms, approved proposal, intervention, pretest & posttest, sample of consent letter, photo documentation, and proof of utilization and dissemination.	Appended all of the at least 6-7 of the following: transmittal/ endorsement letters/forms, approved proposal, intervention, pretest & posttest, sample of consent letter, photo documentation, and proof of utilization and dissemination. (3 points)



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		proof of utilization and dissemination. (1 point)	(2 points)		
II. UTILIZATION AND DISSEMINATION (50 points)					
Novelty of Intervention (10 points) MOVs: Intervention Materials, Baseline Data (item analysis, diagnostic test, NAT results), comprehensive discussion of intervention, MOA, Endorsement Letters from internal/external stakeholders	The intervention is adopted but the features to address problems are not well discussed. (1-2 points)	The intervention is adopted but the features to address problems are comprehensively discussed. (3-4 points)	The intervention is original and timely but the features to address problems are not plausible and well discussed. (5-6 points)	The intervention is original, timely, plausible, but the features to address problems are not comprehensively discussed. (7-8 points)	The intervention is original, timely, plausible, and well explained unique features to address the problem. (9-10 points)
Adoption of Research Intervention (10 points) MOVs: Duly signed Certificate of Adoption, Narrative Report from Adopter(s), Pictorials	Adopted within the school. (1-2 points)	Adopted in the District level (at least 2 schools). (3-4 points)	Adopted in the Division level (at least 2 districts). (5-6 points)	Adopted in the Region level (at least 2 divisions). (7-8 points)	Adopted in the national/international level (at least 2 regions) (9-10 points)
Partnership/External Linkages (10 points) MOVs: Certificate of Partnership from external links such as SUCs, private education institutions, Civil Society Organizations, LGUs, IP Communities, and other development partners	The research was implemented with one partner. (1-2 points)	The research was implemented with two partners. (3-4 points)	The research was implemented with three partners. (5-6 points)	The research was implemented with four partners. (7-8 points)	The research was implemented with five or more partners. (9-10 points)
Dissemination of Research Findings (15 points) MOVs: Memorandum, Letter of Request to RRC to Disseminate in other forum outside DepEd, Certificate of Recognition/Appreciation/Participation, Letter of Invitation, Training	The research findings were disseminated in school forum/journal. (1-3 points)	The research findings were disseminated in district forum/journal. (4-6 points)	The research findings were disseminated in division forum/journal. (7-9 points)	The research findings were disseminated in regional forum/journal. (10-12 points)	The research findings were disseminated in national/international forum/journal. (13-15 points)



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Matrix/Program, Copy of the journal, Copy of research references					
Capacity to Address Multiple Problems (5 points) MOVs: Details in the “Discussion of Results and Reflection” part as recommendation(s).	The intervention/innovation/strategy is applicable only to the identified issue/problem. (1 point)	The intervention/innovation/strategy is applicable to the two (2) issues/problems. (2 points)	The intervention/innovation/strategy is applicable to the three (3) issues/problems. (3 points)	The intervention/innovation/strategy is applicable to the four (4) issues/problems. (4 points)	The intervention/innovation/strategy is applicable to the four (5) issues/problems. (5 points)



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Annex 1B: GUIDE FOR APPRAISING COMPLETED BASIC/APPLIED RESEARCH

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions low ←————→ high		
I. MANUSCRIPT (50 points)				
Abstract (3 points)	Not evident. (no point)	Only 2-3 components are discussed and not within the 150 to 250-word limit. (1 point)	The introduction, methodology, findings, conclusion, and keywords are accurate. However, it is not within the 150 to 250-word limit. (2 points)	The introduction, methodology, findings, conclusion, and keywords are briefly but well discussed; abstract contains 150-250 words. (3 points)
Introduction of the Research (3 points)	Not discussed. (no point)	Contains general description of the topic or focus of inquiry. (1 point)	The research highlights the educational relevance and timeliness of the chosen topic, emphasizing the necessity of conducting research to gain insights into a phenomenon, advance or validate knowledge, enhance a situation, or address a specific issue or problem. (2 points)	The research thoroughly explores the topic's nature, scope, and significance. It critically analyzes the research setting, drawing on relevant literature and studies. The study also highlights policy implications, benefits, and limitations. (3 points)
Literature Review (5 points)	Not presented. (no point)	The literature is organized but difficult to follow and lacks breadth/depth, missing key topics, or discussion relevant to the research questions. Analysis is superficial or minimal with no synthesis of findings. (1-2 points)	The literature review is clear and covers many relevant sources but may miss some critical literature or includes less relevant sources. The review analyzes the literature but not fully synthesizes findings. (3-4 points)	The literature review is well-organized and comprehensively covers pertinent literature. All references are relevant, current, and critically important to the research with excellent analysis and synthesis of trends, gaps, and conflicting ideas/theories. (5 points)



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Research Questions (3 points)	Not stated. (no point)	The aims, objectives, or general research questions are stated. (1 point)	The research questions specified the variables or the focus of inquiry including the key elements of the research. (2 points)	The research question(s) logically proceeded from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement. (3 points)
Scope and Limitation (3 points)	Not stated. (no point)	The scope is overly broad/vague, lacking boundaries and specifics. There is little to no discussion of how limitations affect the outcomes and implication of data (1 point)	The scope is defined but with minor ambiguities or broad statements. The key limitations were briefly discussed with generic suggestions of future research opportunities. (2 points)	The scope is clearly defined and all major limitations affecting the study's results/conclusions are discussed. The extent and boundaries of the study (participants, variables, and geographical location) are presented. Suggestions for future research opportunities are included. (3 points)
Research Methodology (9 points)	Sampling (3 points)	Not stated. (no point)	The sampling method used to select participants are discussed. (1-2 points)	Details are provided about the sampling method used to select participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (3 points)
	Data Collection (3 points)	Not described. (no point)	The general description of the method(s) employed for gathering data are discussed. (1 point)	Details of the data gathering method(s) are provided: the specific kinds of data, how and when they were collected (ex: pretest and posttest scores). The research instruments, if any, are described (ex: test, scale, survey questionnaire, The selected data gathering method(s) is suited to the nature and purpose of the action research. The data gathering method(s) is aligned with the research question(s). Research instruments, if any, are appropriate for obtaining the



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				checklist, interview guide, others). (2 points)	desired kind of data/information. (3 points)
	Ethical Issues (3 points)	Not discussed. (no point)	Contains basic information of how ethical issues were observed/addressed for some parts/activities of the research (1 point)	Contains detailed discussion of how ethical issues were observed/addressed for some parts/activities of the research (2 points)	Contains specific of how ethical issues were observed/addressed all throughout the research. (3 points)
Discussion of Results and Recommendation (10 points)		Not discussed. (no point)	Analyses of data and recommendations are briefly discussed. (1-4 points)	Findings are analyzed and recommendations are discussed comprehensively. (5-8 points)	Findings are comprehensively analyzed and presentation of data is organized. The analyses, conclusion, and recommendations are aligned with the research problems utilizing the gathered quantitative and/or qualitative data. (9-10 points)
Dissemination and Advocacy Plans (5 points)		Not included (no point)	The major activities and timelines for the dissemination and advocacy of research findings are listed. (1-3 points)	The details of the activities and timelines for the dissemination and advocacy of research findings are presented using SPATRES format.(4-5 points)	
References (3 points)		Not included (no point)	Sources used were cited and listed in the References with minor errors in using APA 7 th Edition formats (1 point)	Majority of the sources used were cited and listed in the References using APA 7 th Edition formats. (2 points)	All sources used in the research were cited and listed in the References using APA 7 th Edition formats. (3 points)
Financial Report (3 points)		Not included (no point)	Some of the presented/accounted expenses are not allowed per RMG. (1 point)	Majority of the presented/accounted expenses are allowed per RMG. (2 points)	All of the presented/accounted expenses are allowed per RMG. (3 points)



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Appendices (3 points)	Not included (no point)	Appended all of the at least 4-5 of the following: transmittal/ endorsement letters/forms, approved proposal, intervention, pretest & posttest, sample of consent letter, photo documentation, and proof of utilization and dissemination. (1 point)	Appended all of the at least 4-5 of the following: transmittal/ endorsement letters/forms, approved proposal, intervention, pretest & posttest, sample of consent letter, photo documentation, and proof of utilization and dissemination. (2 points)	Appended all of the at least 6-7 of the following: transmittal/ endorsement letters/forms, approved proposal, intervention, pretest & posttest, sample of consent letter, photo documentation, and proof of utilization and dissemination. (3 points)	
II. UTILIZATION AND DISSEMINATION (50 points)					
Utilization of Research Findings (15 points) MOVs: Photocopy of the developed policy, framework, project, strategic, operational or midterm plan.	Research evidence have been used in the development/proposal of one (1) of the following: policy, framework, project, strategic, operational or midterm plan . (1-3 points)	Research evidence have been used in the development and implementation of one (1) of the following: policy, framework, project, strategic, operational or midterm plan. (4-6 points)	Research evidence have been used in the development and implementation of any two (2) of the following: policy, framework, project, strategic, operational or midterm plan. (7-9 points)	Research evidence have been heavily used in the development and implementation of any three (3) of the following: policy, framework, project, strategic, operational or midterm plan. (10-12 points)	Research evidence have been heavily used in the development and implementation of any four (4) of the following: policy, framework, project, strategic, operational or midterm plan. (13-15 points)
Partnership/External Linkages (10 points) MOVs: Certificate of Partnership from external links such as SUCs, private education institutions, Civil Society Organizations, LGUs, IP Communities, and other development partners	The research was implemented with one partner. (1-2 points)	The research was implemented with two partners. (3-4 points)	The research was implemented with three partners. (5-6 points)	The research was implemented with four partners. (7-8 points)	The research was implemented with five or more partners. (9-10 points)



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<p>Dissemination of Research Findings (15 points)</p> <p>MOVs: Memorandum, Letter of Request to RRC to Disseminate in other forum outside DepEd, Certificate of Recognition/Appreciation/Participation, Letter of Invitation, Training Matrix/Program, copy of the journal, Copy of research references</p>	<p>The research findings were disseminated in school forum/journal. (1-3 points)</p>	<p>The research findings were disseminated in district forum/journal. (4-6 points)</p>	<p>The research findings were disseminated in division forum/journal. (7-9 points)</p>	<p>The research findings were disseminated in regional forum/journal. (10-12 points)</p>	<p>The research findings were disseminated in national/international forum/journal. (13-15 points)</p>
<p>Capacity to Address Multiple Problems (10 points)</p> <p>MOVs: Details in the “Discussion of Results and Reflection” part as recommendation(s).</p>	<p>The intervention/innovation/strategy is applicable only to the identified issue/problem. (1-2 points)</p>	<p>The intervention/innovation/strategy is applicable to the two (2) issues/problems. (3-4 points)</p>	<p>The intervention/innovation/strategy is applicable to the three (3) issues/problems. (5-6 points)</p>	<p>The intervention/innovation/strategy is applicable to the four (4) issues/problems. (7-8 points)</p>	<p>The intervention/innovation/strategy is applicable to the four (5) issues/problems. (9-10 points)</p>



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Annex 1C: Guidelines in the Preparation of the e - Poster

1. Poster Presentations should be attractive, well organized, self-explanatory and should present only the main ideas. The discussion should give the interpretation and significance of the results. The format of the presentation shall follow the AIMRAD-C (Abstract, Introduction, Methodology, Results and Discussion, Conclusion and Reference) format.
 - a. **SIZE.** The whole poster should be presented/printed in a 48 inches (height) x 36 inches (width) or 4feet x 3feet tarpaulin with an inch of margin from each side.
 - b. **TITLE, AUTHOR, and AFFILIATION.** Use letters equivalent to 72 points (about 2 cm) for the main title and 40 points (less than 1 cm) for subtitles and authors. The title and authors should be the same as in the submitted abstract.
 - c. **TEXT LETTERING.** Use type letters that are at least 20 points (about 6mm high). Use Times New Roman or Arial and upper and lower case standard letters.
 - d. **TEXT.** Give a brief introduction stating the purpose of the study. Minimize words and end with a brief conclusion.
 - e. **TEXT COLORS.** Good two-color combinations are preferred. Dark type on light, plain background is easiest to read. Do not overwhelm with too many colors.
 - f. **ILLUSTRATIONS.** Photographs and graphs should be at least 5" x 7". Captions and labels on diagrams should be readable from two meters away, and not cluttered with unnecessary details.
 - g. **ORGANIZATION.** The design should flow sequentially from one part to the next. Numbers or arrows may be used to help organize the order of the research parts

Note: For Poster Entries please submit the approved completed research with permit and acceptance plus thee-poster in ring-bind (2 copies).