



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON



April 6, 2016

Division Memorandum  
DM No. 109 s.2016

**DEPED QUEZON/TRAQ RESEARCH PLENUM 5.0**

TO : District Supervisors  
Cluster Coordinators  
Elementary and Secondary School Heads  
TRAQ Officers

1. DepEd Quezon in partnership with Teacher-Researcher's Association of DepEd Quezon, Inc. will hold the Research Plenum 5.0 with the theme: ***"Strengthening School-Based Management Through CIP for Effective Implementation of K to 12 Basic Education Program"*** on May 3-5, 2016 at Sevilla's Farm and Resort, Purok Jasmin, Brgy. Domoit, Lucena City.
2. This Plenum aims to:
  - a. Showcase the action researches prepared by the Public School District Supervisors and School Heads;
  - b. Select best research papers for Public School District Supervisors and School Heads;
  - c. Benchmark with the other Schools/School Districts by adopting their research-based effective instructional and school management practices; and
  - d. Inspire the rest of the Public School District Supervisors and School Heads in conducting needs-based action research for continuous improvement of the schools.
3. The participants (Public School District Supervisors, Central School Principals, and Secondary School Principals as indicated in the attachment of Div. Memo 212 s. 2015) in this plenum are the attendees in the Research Plenum 4.0 which was held on November 18 - 20, 2015 at Sevilla's Farm and Resort, Purok Jasmin, Brgy. Domoit, Lucena City .
4. The Division Research Team will choose 20 complete action researches for oral presentation and the rest will be accepted for poster presentation. The submission of three hard copies of full paper at the Planning and Research Office and a soft copy of the same at [doc\\_jamerle@gmail.com](mailto:doc_jamerle@gmail.com) should be done not later than April 25, 2016 .
5. Please refer to enclosures 1, 2 and 3 for details of Research Plenum 5.0.
  - a. Enclosure 1 – Conference Guidelines
  - b. Enclosure 2 – Criteria for Judging the Best Paper/s
  - c. Enclosure 3 – Evaluation Sheet for Oral Research Presenter
6. Immediate dissemination of this memorandum is desired.

MERTHEL M. EVARDOME, CESO VI

DEPED QUEZON ICT  
UPLOADED BY: Rachel  
DATE: 4/6/16 TIME: 3:00 p.m.  
REFERENCE NO:           

*Gram*  
MELVA M. RAMA  
Administrative Officer



(Enclosure No. 1 to Division Memorandum \_\_\_\_\_ s. 2016)

**TEACHER-RESEARCHERS' ASSOCIATION OF DEPED QUEZON, INC. (TRAQ)  
RESEARCH PLENUM 5 GUIDELINES**

1. Public elementary and secondary school heads and district supervisors are qualified to submit a complete action research for presentation during the Research Plenum 5.0.
2. The full version of the paper will be in accordance to the following parts:
  - I. Title Page
  - II. Abstract (not more than 200 words)
  - III. Introduction (including statement of the problem)
  - IV. Brief Review of Related Literature and Studies (including Conceptual or Theoretical framework)
  - V. Research Methodology (including research design, research locale, research population and sample, research instrument, data gathering procedure, and statistical treatment of data)
  - VI. Results and Discussions
  - VII. Summary of Findings and Conclusions
  - VIII. Recommendations
  - IX. List of References

*Note: The complete research paper should not be more than 12 pages, double spaced, using short sized bond papers for hard copy.*

3. Paper presenters shall be guided by the following pointers:
  - a. The oral presentation shall last for 15-20 minutes with 10 minutes for open forum.
  - b. Projectors will be provided. Bring your own laptop.
  - c. If there will be any changes in the venue and schedule, only the TRAQ Organizing committee can make the necessary negotiations and posting of new details.
  - d. Presenters may distribute hand-outs to interested participants.
  - e. Wear proper attire for presentation (semi-formal).
4. The schedule of activities for this three-day plenum shall be:

**DAY 0 – May 3, 2016**

3:00-5:00 – Registration  
5:00-6:00 – Dinner



## **DAY 1 – May 4, 2016**

6:00-7:00 a.m. - Breakfast  
7:00-8:00 a.m. – Putting Up of Research Posters  
8:00-9:00 a.m. – Opening Program  
9:00-9:30 a.m. – 1<sup>st</sup> Paper Presentation Session  
9:30-10:00 a.m. – Morning Break  
10:00-10:30 a.m. – 2<sup>nd</sup> Paper Presentation Session  
10:30-11:00 a.m. – 3<sup>rd</sup> Paper Presentation Session  
11:00-11:30 a.m. – 4<sup>th</sup> Paper Presentation Session  
11:30-12:00 n.n. – 5<sup>th</sup> Paper Presentation Session  
12:00 n.n.-1:00 p.m. – Lunch Break  
1:00-1:30 p.m. – 6<sup>th</sup> Paper Presentation Session  
1:30-2:00 p.m. – 7<sup>th</sup> Paper Presentation Session  
2:00-2:30 p.m. – 8<sup>th</sup> Paper Presentation Session  
2:30-3:00 p.m. – 9<sup>th</sup> Paper Presentation Session  
3:00-3:30 p.m. – Afternoon Break  
3:30-4:00 p.m. – 10<sup>th</sup> Paper Presentation Session  
4:00-4:30 p.m. – 11<sup>th</sup> Paper Presentation Session  
4:30 - 6:00 p.m. - Viewing of Research Posters  
6:00 - 7:00 p.m. - Dinner

## **DAY 2 – May 5, 2016**

6:00-7:00 a.m. – Breakfast  
7:00-7:30 a.m. – Management of Learning  
7:30-8:00 a.m. – 12<sup>th</sup> Paper Presentation Session  
8:00-9:00 a.m. – 13<sup>th</sup> Paper Presentation Session  
9:00-9:30 a.m. – 14<sup>th</sup> Paper Presentation Session  
9:30-10:00 a.m. – Morning Break  
10:00-10:30 a.m. – 15<sup>th</sup> Paper Presentation Session  
10:30-11:00 a.m. – 16<sup>th</sup> Paper Presentation Session  
11:00-11:30 a.m. – 17<sup>th</sup> Paper Presentation Session  
11:30-12:00 n.n. – 18<sup>th</sup> Paper Presentation Session  
12:00 n.n.-1:00 p.m. – Lunch Break  
1:00-1:30 p.m. – 19<sup>th</sup> Paper Presentation Session  
1:30-2:00 p.m. – 20<sup>th</sup> Paper Presentation Session  
2:00-2:30 p.m. – Afternoon Break/Preparation for the Closing Program  
2:30-4:30 p.m. – Closing Program  
Awarding of 3 best papers, 3 best paper presenters and 3 best posters

5. The criteria for judging the Best Paper/s shall be aligned to the Regional Memorandum No. 6, s. 2014.
6. The DepEd Quezon Research Team through the invited judges will choose three (3) best papers and 3 best paper presenters per category. Three best research posters will also be chosen by the DepEd Quezon Research Team through the invited judges.



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(Enclosure No. 2 to Division Memorandum \_\_\_\_\_ s. 2016)

**TEACHER-RESEARCHERS' ASSOCIATION OF DEPED QUEZON, INC. (TRAQ)**

**RESEARCH PLENUM 5**

**Criteria for Judging the Best Papers**

Aligned to the Regional Memorandum No. 6, s. 2014

**A. FOCUS (20%)**

Is the topic clear? Is it relevant to the plenum's theme? Is it clearly introduced at the beginning of the paper? Are the body of the paper and its conclusion clearly related to the topic?

**B. RESEARCH (25%)**

Does the paper contain enough information to back up its ideas? Are there enough resources of information? Are the sources reliable? Are they recent? Are they varied and balanced especially on controversial issues? When appropriate, has the paper used different types of sources such as books, journals, newspapers, interviews, or the internet?

**C. REASONING AND ORGANIZATION (25%)**

Are the key concepts defined and presented in a clear way? Does the paper's argument follow a logical outline? Are the parts of the paper coherent? Are they logically connected?

Is information presented clearly? When appropriate, did the paper use statistics, tables, and/or graphs?

Did the author/s quote only when necessary? If so, was the quote accurate word to word? Did the author introduce every quotation and cite its source?

**D. DOCUMENTATION (15%)**

Is the information documented in the body of the paper? Are the sources cited in the APA Style? Are they in the right places?

Does the paper "References" page list all the works cited in the paper and no other? Are they cited correctly?

**E. WRITING MECHANICS (15%)**

Is the paper free from grammatical, spelling and typing errors? Are the sentences short, clear and free of unnecessary jargon?





(Enclosure No. 3 to Division Memorandum \_\_\_\_\_ s. 2016)

**TEACHER-RESEARCHERS' ASSOCIATION OF DEPED QUEZON, INC. (TRAQ)**  
**RESEARCH PLENUM 4**  
**Evaluation Sheet for Oral Research Presenters**

To the Rater:

Please check (v) the appropriate column corresponding to how the oral presenter manifested the indicators given. The rating scale shall be:

1 – Poor

2 – Fair

3 – Average

4 – Very Good

5 – Excellent

BEHAVIORAL INDICATORS	RATING SCALE					REMARKS
	1	2	3	4	5	
I. THE RESEARCH PAPER						
Introduction						
Uses a strategy to catch the attention of the audience						
Informs the audience the relevance of the research study						
Establishes credibility by creatively stating her personal connection to the research study						
Body						
States main points clearly using appropriate language						
Uses strong evidences and cites resources to support claims						
Conclusion						
Uses language signals to prepare the audience for the conclusion						
Restates problems and findings						
Closes presentation by citing practical recommendation						
Cites relevance of study presented						
Uses organizers-graphs, figures, which are easy to understand						
II. DELIVERY						
Maintains eye contact						
Uses a well-modulated and engaging voice and tone to show enthusiasm						
Articulates words properly and correctly						
Uses minimal gestures for emphasis						
Observes time						
Accommodates questions cheerfully and politely						
Manifests sensitivity						
Answers questions directly and correctly						
Utters grammatically correct statements						
Manifests confidence and mastery of the topic						
III. PRESENCE						
Exudes confidence						

Dresses up properly and appropriately							
Organized and systematic							
Has a cheerful disposition							
Keeps cool, tolerant and calm							
Has a good posture							
<b>IV. TECHNOLOGICAL ACUMEN</b>							
Uses slides that are clear, simple and uncluttered							
Uses appropriate animations and transitions							
Knows how to use the microphone							
Looks into compatibility and proper adjustment of multimedia equipment used							
Uses well-coordinated visual aids effectively							
<b>V. OVERALL PERFORMANCE</b>							
Is well-prepared							
Has mastery of the research presented							
Preparation is well-appreciated by the audience							

SUMMARY	SCORE
I. Research Paper	
II. Delivery	
III. Presence	
IV. Technological Acumen	
V. Overall Performance	
OVERALL SCORE/5	

Signature of rater over printed name

\*(Tool used and formulated by the regional office in the conduct C2BER@Queen Margaret, LucenaCity on September 16-18, 2014)