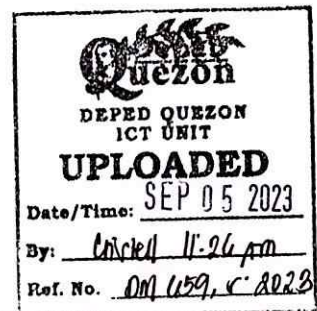




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



01 September 2023

DIVISION MEMORANDUM

DM No. 459, s. 2023

**REMINDERS TO THE ORAL AND POSTER PRESENTERS FOR THE QUEZON
EDUCATORS' RESEARCH CONVENTION 2023**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
Research Coordinators
All Others Concerned

1. In reference to Division Memorandum No. 585, s. 2023 and DM No. 607, s. 2023, re: 2023 Quezon Educators' Research Convention, this Office reminds all research presenters of the things to follow throughout the duration of the activity.
2. Concerned researchers shall coordinate with their respective District Research Coordinators for further instructions.
3. Kindly see the Enclosure for detailed reminders.
4. For immediate and widest dissemination.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

parord09/01/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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[Enclosure to DM No. 459, s. 2023]

Reminders for Poster Presenters

1. Poster dimension is 24x60 inches.
2. Basic layout principles should be observed for visual appeal.
3. Be careful with the use of the DepEd logo and seal per DepEd Order No. 31, s. 2019 (DepEd Service Marks and Visual Identity Manual).
4. Avoid lengthy paragraphs and unnecessary visual elements.
5. Maximize the use of graphs, tables and figures.
6. Suggested parts include the Title; Author/s' Name, Position and Affiliation; Introduction and Rationale; Research Questions; Key Literature Reviewed (if basic research) or Description of Intervention (if action research); Research Methods; Results and Conclusions; Recommendations and Reflections; and References (may list up to five key references; add a hyperlink for the complete list).
7. The District Research Committee is expected to quality assure the posters and provide technical assistance, if needed.
8. Poster presenters are expected to submit an e-copy of their posters (PNG or JPEG format) to the SEPS for Planning and Research (PAR), at least a week prior to the Research Convention, through **tinyurl.com/posterlayoutQERC2023**.
9. A member of the research team must be present during poster sessions. Distribution of research brochures is optional.
10. Researchers are responsible for their poster display, including production, setup, and takedown.
11. They shall set up their presentation at the designated area for display one hour before the opening program.
12. Poster stands shall be provided by the Provincial Office for use of the poster presenters. They shall be distributed by the SEPS for PAR prior to the setting up of displays.

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13. Presenters are expected to return the poster stands immediately after the closing ceremony. They shall accord due care for these materials before, during and after the program.

Reminders for Oral Presenters

1. Oral presenters shall prepare a 15 to 20-minute presentation of their research.
2. They are allowed to use their school or district's official PowerPoint template, provided that they have been quality assured by the SEPS for PAR.
3. Be careful with the use of the DepEd logo and seal per DepEd Order No. 31, s. 2019 (DepEd Service Marks and Visual Identity Manual).
4. Avoid lengthy paragraphs and unnecessary visual elements.
5. Maximize the use of graphs, tables and figures.
6. The slides must contain the following: Title; Author/s' Name, Position and Affiliation; Brief Introduction; Research Questions; Key Literature Reviewed (if basic research) or Description of Intervention (if action research); Research Methods; Results; Conclusions; Recommendations and Reflections; and References.
5. Provide a copy of research presentations to the SEPS for PAR at least a week prior to the Research Convention. Such copies shall be endorsed immediately to the ICT in charge in preparation for the opening program.
6. Oral presenters are expected to attend the virtual technical assistance on September 12, 2023, from 9:00 a.m. to 10:00 a.m. The meeting link will be forwarded to the private group chat of the District Research Coordinators a day before the said activity.

-Nothing follows.

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