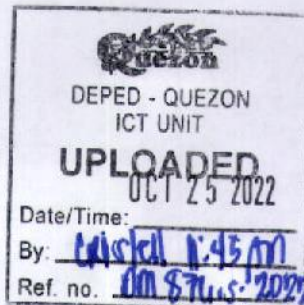




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 October 2022

**DIVISION MEMORANDUM**  
**DM No. 876, s. 2022**

**2022 DIVISION CONFERENCE OF BASIC EDUCATION RESEARCHERS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Schools Division Research Committee  
Elementary and Secondary School Heads  
Elementary and Secondary Teachers  
Non-Teaching Personnel  
All Others Concerned

1. To promote a strong culture of research in the Division and to showcase the significant findings and outputs of research studies, this Office through the SGOD – Planning and Research Section together with the Schools Division Research Committee, will hold the annual Division Conference of Basic Education Researchers. The venue and the date will be announced in a separate memorandum.
2. This conference aims the participants to:
  - a) network with other education researchers to discuss various issues, challenges, and trends aligned with the Basic Education Research Agenda
  - b) intensify collaboration and expand partnerships to pursue education for sustainable development; and
  - c) share best practices and innovations towards teaching and learning and governance.
3. The Call is open to all education leaders, school managers, teachers, education supervisors and specialists, non-teaching personnel, and other research practitioners in the division. The following will be the categories:
  - a) Category A – Education Program Supervisors and Specialists, Public Schools District Supervisors, School Heads, and Department Heads

DEPEDQUEZON-TM-SDS-04-009-003



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- b) Category B – Master Teachers
  - c) Category C – Teachers I-III and Non-Teaching Personnel
4. Researches that have been submitted during the call of the Regional Office for the 2022 VCBER that were not included for presentation are highly encouraged to re-submit their paper.
5. Submission of the full paper is due on November 9, 2022 in the Division Office and November 8, 2022, in the Sub-Offices. Please follow the following requirements for compliance:
- a) Use an A4 coupon bond paper and do not use any letterhead.
  - b) Font is Book Oldman Style, 11, justified and double-spaced.
  - c) The first page should contain the title of the researcher, name, school, and district, a bio note of not more than 100 words, and a 2x2 scanned picture.
  - d) For Category A, use a blue folder, for Category B, a red folder and for Category C, a green folder.
6. Guidelines for the submission of research entry and presentation mechanics are attached to this memorandum for your reference.
7. For further details and other concerns relative to this activity, please send a message through [sdo.quezon.research@deped.gov.ph](mailto:sdo.quezon.research@deped.gov.ph)
8. Immediate dissemination and compliance with this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

sgodgca10/18/2022

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Enclosure 1 to DM 876.J. 2022

**2022 DIVISION CONFERENCE OF BASIC EDUCATION RESEARCHERS**

1. The target participants are educational leaders and managers, teachers, school heads, education supervisors, non-teaching personnel, and other research practitioners in the division.
2. The submission of the research is open to all researchers except for the researches that were accepted and presented in the 2022 VCBER.
3. There shall be one hundred fifty (150) **Action Research** that would be announced as qualified researchers per category.

Category A – (Oral Presentation)

School Heads, Education Supervisors, and Specialists, PSDSs and  
Department Heads

Category B – (Infographic Video Presentation)

Master Teacher I – II

Category C – (Poster Presentation)

Teacher I – III and Non-teaching personnel

3. The researcher should pre-identify his/her paper on the Basic Education Research Themes such as:

- a. Teaching and Learning;
- b. Child Protection;
- c. Governance;
- d. Human Resource Management; and
- e. Cross-Cutting Themes (DRRM, Inclusive Education, GAD)

4. Research studies must be completed from 2021 to 2022. In adherence to the theme, submitted research should be aligned with the BERA. Entries that are not compliant with the required format and not relevant to the theme will not be accepted.

4. Abstract should consist of 200-250 words following the structured format:

- a. Purpose – Objectives of the research

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- b. Design/methodology/approach – How the research was conducted, including sampling, mode of data collection, the theoretical or subject scope of the paper
  - c. Findings – Results of the research, analysis of data and discussion
  - d. Research limitations/implications – Methodology parameters that can restrict the scope of the research findings and are outside the control of the researchers
  - e. Originality/value – What is new in the research? What is the value of the research? Is the research holistic?
  - f. Keywords – listing of keywords will facilitate the search for the research study and should be italicized.
6. The full paper to be submitted to the conference committee shall be written as a manuscript for journal publication observing APA style which has the following components: Abstract, Introduction, Methodology (including respondents/subjects of the study, sampling, data collection, data analysis ethical issues etc.), Results and Discussion, Conclusion, Recommendations, References and Action Plan / Intervention.
7. Qualified presenters shall be guided by the following mechanics:

**a. Oral Presentation**

The presentation shall last for 10 minutes with 5 minutes for the open forum.  
Prepare a PowerPoint presentation in the following format:

- Slide 1 – Title and author/s
- Slide 2 – Rationale
- Slide 3 – Key Literature
- Slide 4 – Methodology
- Slide 5-7 – Findings
- Slide 8 – Implications
- Slide 9 – Conclusions
- Slide 10 – Recommendations
- Slide 11 – References

**b. Infographic Video Presentation**

An infographic video is a visual presentation of data and knowledge in the form of an online video. The entertaining combination of audio and visuals in the three-minute presentation should make an emotional connection, provide high-value information, and improve their perspective on the topic of the research.

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To learn more about creating this infographic video presentation, you can refer to this link: <https://www.animaker.com/blog/video-infographics-make-10-simple-steps/>

**c. For poster presentation:**

- Poster displays' size is 2 feet by 5 feet
- Be sure to include the research title, author and coauthor names, and the institution(s) where research is underway. Place your e-mail address, phone, and picture.
- The contents of the poster shall be the Abstract, Introduction, Methodology, Results and Discussions, Conclusions, Recommendations, and References.
- The poster should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item included in your poster is necessary.
- Pick no more than 2-3 fonts and pick no more than 2-3 colors.

8. The best paper award shall be selected based on the indicators suggested in DepEd Order No. 16, s. 2017.

9. The indicative timeline of activities is as follows:

ACTIVITY	DATE
Coordination Meeting of the Committee	October 24, 2022
Deadline for Submission of Full Paper	November 8-9, 2022
Evaluation of Full Paper	November 10-11, 2022
Notification of Qualified Papers	November 16, 2022
Coordination Meeting with SDRC and CDRC	November 17, 2022

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