



Republic of the Philippines  
Department of Education  
National Capital Region  
SCHOOLS DIVISION OFFICE  
City of Mandaluyong

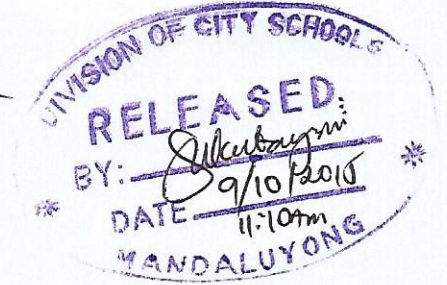
Tel. no. 533-60-85 Fax. no.532-71-17  
E-Mail Address: [depedmandaluyongy@gmail.com](mailto:depedmandaluyongy@gmail.com)  
Official Website: [depedmandaluyong.wordpress.com](http://depedmandaluyong.wordpress.com)



DIVISION MEMORANDUM

TO: Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
SGOD and CID Officials  
Principals, Public and Private Secondary Schools

*RUSH*



SUBJECT: **RECONSTITUTING THE REGIONAL, DIVISION & SCHOOL RESEARCH COMMITTEES AND THE FIRST REGIONAL RESEARCH PUBLICATION AND AWARDS**

DATE: September 10, 2015

1. Attached is the DepEd NCR Memorandum No. 157 and No. 158, s. 2015, from Dr. Luz S. Almeda, Director IV, dated September 1, 2015, re: **Reconstituting the Regional, Division & School Research Committees and the First Regional Research Publication and Awards**, for information and guidance of all concerned.
2. All school heads are obligated to submit the *School Research Committee* to **Mrs. Emma G. Arrubio, Chief Education Supervisor, SGOD/Vice Chair, Schools Division Office Research Committee** on **September 11, 2015**, with the following composition:
  - Chair: (principal)
  - Vice-Chair: (head teacher/astp/master teacher)
  - Managing Editor: (English teacher)
  - Peer Reviewers: (3)
3. Particular attention is invited to the criteria, journal publication and awards mechanics, pro forma for 1s regional research awards and publication (manuscript), and its attachments for reference.
4. Immediate and wide dissemination of this memorandum is desired.

*[Signature]*  
**NERISSA L. LOSARIA, CESO VI**  
Officer-In-Charge

Office of the Schools Division Superintendent



**Republika ng Pilipinas**  
 (Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
 (DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
 (NATIONAL CAPITAL REGION)  
**Daang Misamis, Bago Bantay, Lungsod Quezon**  
 (Misamis St., Bago Bantay, Quezon City)

Mandaluyong (6)

Department of Education  
 National Capital Region  
 RECORDS AND PUBLICATION UNIT

**RELEASED**

By: [Signature]  
 Date: 2 2015 Time: 8:30

September 1, 2015

**MEMORANDUM**  
 No. 157 s. 2015

**FIRST REGIONAL RESEARCH PUBLICATION AND AWARDS**

TO: Schools Division Superintendents  
 Division Chiefs, Education Program Supervisors, and Planning Officers  
 School Heads, Public Elementary and Secondary Schools  
 All Others Concerned

1. Enclosed is the Regional Proposal on Research Publication and 1<sup>st</sup> Regional Research Awards, with a set of guidelines and mechanics.
2. In line with this, the Policy, Planning and Research Division (PPRD) and Regional Research Innovation and Development Committee (RRIDC) request the support of the Division of City Schools in accomplishing the following tasks; peer-review of the research to be endorsed by the superintendent, and 100% participation in all categories of the research awards. Further requested is the assistance of Division and School Research Committees, who shall do the following tasks:
  - a. submission of the new list of the Division and School Research Committee,
  - b. review and submission of the existing and new researches for regional publication and awards; and
  - c. submission of the inventory of researches conducted from the most recent to the oldest;
3. Please be advised that the deadline of submission of the peer-reviewed research to the RRIDC is on **September 21, 2015**.
4. For other queries and other information, please contact:

MRS. VICTORIA R. MAYO  
 Chief, PPRD  
 Tel. No. 928-01-04

DR. WARREN A. RAMOS  
 Vice-Chairman, RRIDC, PPRD  
 Mobile Phone No. 09430393897

5. Wide dissemination and compliance of this Memorandum is desired.

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 DIVISION OF CITY SCHOOLS  
**RECEIVED**  
 By: Joni  
 Date: 09 SEP 2015  
 Time: 9:50 am  
 MANDALUYONG

[Signature]  
**LUZ S. ALMEDA**  
 Director IV



Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
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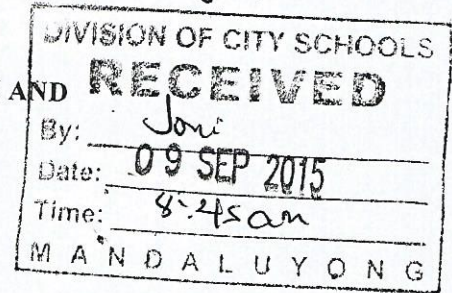
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September 1, 2015

MEMORANDUM  
No. 158 s. 2015

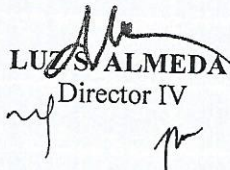
RECONSTITUTING THE REGIONAL, DIVISION AND  
SCHOOL RESEARCH COMMITTEES

TO: Schools Division Superintendents  
Chiefs, EPS, SEPS, Planning Officers  
School Heads, Public Elementary and Secondary Schools  
All Others Concerned



1. Recognizing research as one of the catalysts in the attainment of educational goals, the Policy, Planning and Research Division (PPRD) is requesting to reconstitute the research committees in the region, division and school level. In the regional level the committee was renamed as Regional Research Innovation and Development Committee (RRIDC) that will be responsible for the over-all management of research in the 16 Divisions of National Capital Region.
2. In line with this, the RRIDC aims to:
  - a. strengthen the research culture from the regional office to the classroom level;
  - b. showcase the educational research initiatives of administrators and classroom teachers through Teacher Quality Circle, Professional Learning Community, Continuous Improvement Program, conferences, publication, and ICT learning resources;
  - c. recognize best educational research outputs that are aligned and relevant in the K-12 Implementation, School Based Management and flagship programs, projects and activities of the region;
  - d. update the administrators and teachers on new techniques, innovation and development in research; and
  - e. provide technical assistance, monitoring and evaluation in the division on the internal and external management of research proposals, reports and utilization.
3. The following enclosures provide the details about the committees.
  - a. Enclosure No. 1 - List of Officers and Members
  - b. Enclosure No. 2 - Regional Research, Innovation and Development Committee
  - c. Enclosure No. 3 - Editorial Board Members of Manyuskrip

4. Please be advised that the deadline of submission of the list of designated officers in the Division Research Committee (DRC) is on **September 12, 2015**.
5. For clarification and other information, please contact:  
  
MRS. VICTORIA R. MAYO  
Chief, RRIDC, PPRD  
Tel. No. 928-01-04  
  
DR. WARREN A. RAMOS \*  
Vice-Chairman,RRDIC, PPRD  
Mobile Phone No. 09430393897
6. Wide dissemination and compliance of this memorandum is desired. \*

  
LUZ S. ALMEDA  
Director IV

Research Stream:

Name: \_\_\_\_\_

<b>CRITERIA</b>	<b>Complied</b>	<b>Not Complied</b>	<b>Not Applicab</b>
A. Title			
. Number of words (10-15 )			
. Words can be understood by general audience			
. Impactful ( Interesting and catchy)			
. Scope: Relevant to the DepEd Research agenda			
. Word count (200-230 words) not too short or exceeding			
. Key words must contain five components			
1. Discipline of the study (SBM, Curriculum, Policy, etc.)			
2. Concepts studied ( Research, Grading Practices, Assessment)			
3. Methods/ process			
4. Dimension/s of EFA/MDG goals (ACCESS, QUALITY, GOVERNANCE)			
. Content			
1. Topic introduction			
2. Objectives/general problem			
3. Methodology (design and sampling)			
4. Results: Present the salient findings (3-5 sentences only)			
5. Conclusions-Briefly answers the general problem/ most important discovery, innovation and contribution to DepEd			
6. Recommendations: What can be done to apply this in practice?			
7. Uses correct standard English ( Grammar, Format and Style )			

## Journal Publication and Awards Mechanics

### A. School Level

1. Submission of the research to the School Research Committee ( SRC )
2. 1<sup>st</sup> Peer Review Process by the Managing Editor (Content, Grammar, Format & Style )
3. First Author Revision
4. Submit the revised paper to the SRC then they will submit it to Division Office Research Committee ( DORC) – with letter of endorsement signed by the head of SRC and the principal

### B. Division Level

1. The DORC will subject the paper to the third Peer Review Process by the Managing Editor ( Content, Grammar, Format & Style )
3. The DORC will return the paper if there are corrections.
4. 3rd Author Revision
5. Submit the revised paper to the DORC for 4<sup>th</sup> Review Process ( using the rubrics )
6. If the recommendation was complied then the DORC will endorse it to Regional Research, Innovation and Development Committee (RRIDC)- signed by DORC head and SDS

### C. Regional Level

1. The RRIDC will subject the paper to the Final Peer Review Process by the Associate Editors using the rubrics.
2. If there were no corrections, this will be submitted to the layout artist.
3. Editorial Board's decision on papers for publication.
4. Quality Assurance of printed journal.
5. Author's submission of MOA.
6. Issuance of certificate of publication.
7. Online and printed publication on journal.

**DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION**

**PRO FORMA FOR 1<sup>st</sup> REGIONAL RESEARCH AWARDS  
AND JOURNAL PUBLICATION ( MANYUSCRIPT )**

Research Title: \_\_\_\_\_ Category: \_\_\_\_\_

Research Proponent/s: \_\_\_\_\_ Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

Designation: \_\_\_\_\_ Division: \_\_\_\_\_ Tel # \_\_\_\_\_

School: \_\_\_\_\_ Address: \_\_\_\_\_

1. The submitted research paper shall undergo screening process by the screening committee. This rubrics will be used in screening of the paper for awarding and publication. In order to be accepted, the paper needs to have a rating of 85% for the publication and awards.

	CRITERIA	INDICATORS	RATING		
			Excellent	Good	Fair
1	Clear Focus (20%)	-The research topic is clear and specific -It is relevant to the EFA/MDG Agenda -The trends, issues or problems are introduced at the beginning of the paper. - The body of the paper and its conclusion are aligned and relevant to the topic.	Met all the 4 indicators  (20 pts. )	Attained only 2-3 indicators (17 pts.)	Achieved only 1 indicator (14 pts.)
2	Research (25%)	-the research design used is appropriate based on the statement of the problem -the sources are reliable and verifiable -they are recent (2010-2015) -established high level of validity (instrument and authoritative sources)	Met all the 5 indicators  (25 pts. )	Attained only 3-4 indicators (22 pts.)	Achieved only 1-2 indicator/s (20 pts.)

		-the locale, sampling, data gathering and ethics were clearly justified			
3	Reasoning and organization ( 25%)	<ul style="list-style-type: none"> <li>- The key concepts are clearly defined</li> <li>-the paper's argument follow a logical outline</li> <li>-when appropriate, the paper used related statistics, tables, graph/s which are properly labeled</li> <li>- the author introduced every quotation and cited its source properly.</li> <li>-the data presentation, interpretation and analysis lead to answering the problem</li> <li>-the utilization of the findings are geared towards planning, CQI –SBM, RAT functions.</li> </ul>	Met all the 6 indicators (25 pts. )	Attained only 5-3 indicators (21pts.)	Achieved only 1-2 indicators (18 pts.)
4	Documentation (15%)	<ul style="list-style-type: none"> <li>-The information is documented in the body of the paper.</li> <li>- The sources were cited using the APA style</li> <li>-the literature review identified and described the gap/s that will be addressed by the research</li> <li>- letter of permission to authorities and financial report are appended in the end matter</li> </ul>	Met all the 4 indicators (15 pts. )	Attained only 2-3 indicators (12 pts.)	Achieved only 1 indicator (10 pts.)
5	Writing and mechanics (15%)	<ul style="list-style-type: none"> <li>-the paper is free from grammatical errors</li> <li>-it is free from spelling and typographical errors</li> <li>-free from jargon, brief and precise sentences</li> <li>-100% plagiarism- free</li> <li>-the paper adhered to the prescribed format</li> </ul>	Met all 5 indicators ( 15 pts. )	Attained only 3-4 indicators (12 pts.)	Achieved only 1 -2 indicators (10 pts.)
	<b>Total 100%</b>				