



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

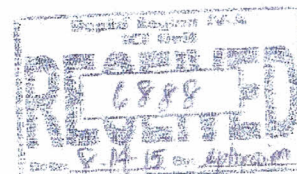
MEMORANDUM

TO: Bureau Directors
Regional Directors of Luzon Regions (I, II, III, IV-A, IV-B,
V, NCR & CAR)
Schools Division Superintendents of Luzon
Divisions
Presidents of State Universities and Colleges in
Luzon
Heads, Public and Private Elementary and
Secondary Schools in Luzon
All Others Concerned

**SUBJECT: 1ST LUZON CONFERENCE OF BASIC EDUCATION
RESEARCHERS**

DATE: August 12, 2015

1. The Department of Education through Region IV-A (CALABARZON) and Policy Research and Development Division, DepEd Central Office in cooperation with CALABARZON Regional Association of School Superintendents, and the Association of Learning Leaders in Region IV-A (ALL4A) will hold the 1st Luzon Conference of Basic Education Researchers with the theme: *"Fostering a Culture of Research to Improve Educational Outcomes for Global Competitiveness"*, on October 27-29, 2015 at the Development Academy of the Philippines, Tagaytay City.
2. The overall goal of the conference is to promote culture of research in the education sector particularly among DepEd personnel including teachers. Specifically, the conference aims to:
 - a. Showcase the educational research projects conducted towards improving school outcomes;
 - b. Recognize best educational research presentation;
 - c. Update participants on new research techniques;
 - d. Provide a forum for educational researchers to identify best evidence-based practices.
3. The target participants are research practitioners in Luzon coming from DepEd and the State Universities and Colleges, Higher Education Institutions (HEIs) and other research institutions.



TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs CID/SGOD
Public Schools District Supervisors
Elementary & Secondary School Heads

August 26, 2015

FOR YOUR INFORMATION, AND GUIDANCE OF ALL CONCERNED.

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



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MEMORANDUM

4. Interested researchers are encouraged to prepare and submit both for oral and poster presentation research abstracts to the official email address of DepED Region IV-A CALABARZON (region4a@deped.gov.ph) not later than August 28, 2015. Please note that all proposals must fall under the three strands of access, quality and governance. Research proposals, on-going research and completed research projects can be presented in this conference. All research papers presented during the Conference of CALABARZON Basic Education Researchers and in the National Research Conference held in Koronadal City are no longer eligible for presentation in this conference. Please refer to **Enclosure 1** for the conference Guidelines.
5. A registration fee of Four Thousand Two Hundred Pesos (4,200.00) shall be collected from each participant including the presenters to cover breakfast (2), lunch (3), dinner (2) snacks (6), accommodations (2 nights) and other operating expenses. Expenses relative to this travel shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
6. All participants are advised to pre-register through their respective Division officer/staff-in-charge of Research. The latter shall send the completed Registration Sheet (**Enclosure 2**) including the scanned payment receipt to the Registration Committee: Attn.: Dr. Melna R. Albano (melna.albano@deped.gov.ph) on or before September 30, 2015. Participants who prefer to register individually shall send the registration form and the payment directly to the conference secretariat. Walk-in participants shall not be allowed.
7. Immediate dissemination of this Memorandum is desired.


RIZALINO D. RIVERA
Undersecretary

(Enclosure No. 1 to Unnumbered DepEd Memorandum dated August 12, 2015)

1st LUZON CONFERENCE OF BASIC EDUCATION RESEARCHERS GUIDELINES

1. Teachers, researchers, school heads, education supervisors, interested researchers and graduate school students are qualified to present their paper to the said research conference. Only researchers should pre-identify the strand of their paper (Access, Quality and Governance).
2. Research which have been presented in previous research conferences are no longer qualified to be presented in this conference.
3. Paper presenters are required to submit to the official email address of DepED Region IV-A CALABARZON (region4a@deped.gov.ph) not later than August 28, 2015 both oral and poster presentation research abstracts and one copy of the full version of their paper which shall not exceed 4,000 words (about 12-14 pages in double-spaced short size bond paper) using Arial font with a font size of 12. *Enclosure 3* is the proposed template for the complete version of research papers.
4. Abstracts should consist of 150-200 words following the structured format:
 - Purpose (objectives of the research)
 - Design/methodology/approach (how the research will be conducted, includes sampling, mode of data collection, theoretical or subject scope of the paper)
 - Findings (results of the research, analysis of data, discussion)
 - Research limitations/implications (methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher)
 - Originality/value (what is new in the research? what is the value of the research? is the research heuristic or holistic?)
 - Keywords (listing of keywords will facilitate the search for the research work; should be italicized)
 - Type of Research (e.g. descriptive and/or inferential; quantitative and/or qualitative; basic or applied; experimental or non-experimental; action research etc.)
5. Paper presenters shall be guided by the following pointers:
 - a. Oral presentation shall last for 15-20 minutes with 10 minutes for open forum
 - b. The electronic copy of the presentation should be given to the Conference Secretariat at least 30 minutes before the presentation.
 - c. The presenters may distribute handouts/brochures in electronic and/or hard copies to interested participants. Schedules, changes thereto and venue of presentations shall only be made by the Conference Secretariat. The organizing committee shall have the right to all submitted abstracts and full version for publication in the research journal and for other research and development use.
6. For poster presentation: presenters are advised to use vertical (portrait) layout at 48x36 inches size. Poster should include the Abstract, Introduction, Research Questions, Research Design, Results and Discussions, Conclusions and References. Suggested font sizes: Title, 80-90 points; Authors, 50-60 points; Affiliation, 45-65 points; Headings, 40-50 points; Text, 30-40 points.
7. Presenters can indicate their preferred mode of presentation

8. Notice of Acceptance to shall be sent to the researchers once their paper is qualified not later than September 15, 2015.
9. Aside from the Certificate of Awards to be given to the winning presenters, cash prizes shall also be given to the three (3) best presenters of both oral and poster category. The decision of the board of judges shall be final.
10. Registration fee should be deposited at Metrobank Crossing, Calamba City under the name of the Region 4-A Association of Schools Superintendents with Account Number: 146-3-72559044-0.
11. Kindly get in touch with the following for clarifications and inquiries on specific concerns:
 - a. For registration - Luz M. Pasagui (09285069236)
 - b. For accommodations and other lodging concerns:
 - Ms. Melissa Liporada (09083076727 / 09278532155)
 - Ms. Odette Barrientos (09178240806)
 - Ms. Virginia M. Bagacay (09399143680)
 - Ms. Laarni Evaristo (09196948663)

(Enclosure No. 3 for Unnumbered DepEd Memorandum dated August 12, 2015)

PROPOSED TEMPLATE FOR RESEARCH ENTRIES

Research Title: _____

Research Proponent/s: _____

Position: _____ Division: _____

School/Institution: _____

FULL VERSION OF THE RESEARCH

(Not exceeding 4,000 words)

- 1) Title
- 2) Introduction
- 3) Brief Review of Literature
- 4) Research Questions
- 5) Scope and Limitations
- 6) Methodology - sampling, data collection, data analysis
- 7) Timetable
- 8) Results and Discussion
- 9) Recommendations – for completed research
- 10) Policy note – if research was already completed
- 11) References

Or

ACTION RESEARCH

- 1) Title
- 2) Context and Rationale
- 3) Review of Related Literature
- 4) Research Questions
- 5) Scope and Limitation
- 6) Methodology – sampling, data collection, data analysis
- 7) Workplan
- 8) Action Plan – if action research was completed
- 9) References

(Enclosure No. 2 to Unnumbered DepEd Memorandum dated August 12, 2015)

1ST LUZON CONFERENCE OF BASIC EDUCATION RESEARCHERS

Pre-Registration Form

Region: _____

[illegible]

(Please use additional sheet, if needed)

Certified Correct:

Schools Division Superintendent/Individual Participants

(Participants who prefer to register individually are allowed to pre-register directly with the conference secretariat.)

CONFIRMATION SLIP

To: CALABARZON Regional Association of Schools Superintendents

This is to confirm the participation of the participants listed herein with registration fee payment deposited with _____ on _____ 2015. Bank Reference No. _____. Attached is the photocopy of the deposit slip.

Authorized Representative

Date: _____

CRITERIA FOR JUDGING THE BEST PAPER

Criteria and Scoring Template for Research Proposals

| Criteria | Scoring Guide | | | |
|---------------------------------|---|---|---|---|
| | Unsatisfactory | Marginally Satisfactory | Satisfactory | Highly Satisfactory |
| 1. Context | | | | |
| a. Introduction to the study | (0-2) None provided or irrelevant information | (3) Basic introduction provided | (4) Appropriate and adequate introduction provided | (5) Clear, concise and comprehensive introduction providing rationale for the research Provides relevant social and policy context of the study Indicates how the results can be used in policy development and formulation |
| b. Review of Related Literature | (0-4) None or mentions limited existing research but not related to the research questions | (5-7) Mentions existing research related to the research questions but failed to identify recommendations and questions in previous studies Failed to discuss the main points of view and controversies in existing research studies and critical | (8-9) Appraises existing research related to the research questions and identified recommendations and questions in previous studies Failed to discuss the main points of view and controversies in existing research studies; critical evaluation of views, their strengths and weaknesses | (10) Extensively appraise existing research related to the research questions Identifies recommendations and questions in previous studies Discusses the main points of view and controversies of existing research studies and critical evaluation of views, their strengths and weaknesses |

| | | | | |
|--------------------------------|---|--|--|---|
| | | evaluation of these views | | |
| 2. Research Questions | (0-4) Not provided or vaguely mentioned | (5-7) Stated but may not lead to answering objectives of the research Title and research questions are not aligned | (8-9) Stated and leads to answering objective of the research Title and research questions are aligned | (10) Explicitly and clearly stated; Title and research questions are visibly aligned |
| 3. Scope and Limitation | (0-4) None or poorly defined | (5-7) Present but incomplete with areas that needs clarification | (8-9) Detailed scope and limitation are provided | (10) Coverage i.e. location, respondents and time frame are clearly defined Parameters and limitation of research study are clearly stated |
| 4. Methodology | | | | |
| a. Sampling | (0-4) None or unclear general statements | (5-7) Type of sampling method was mentioned Number of participants and characteristics of participants was not mentioned | (8-9) Type of sampling method was mentioned with minimal explanation Number of participants is available but characteristics of participants was not mentioned | (10) Type of sampling method was clear with justification for its selection Details including number and characteristics on who will participate in the research is discussed |
| b. Data collection | (0-4) None or | (5-7) Provided data | (8-9) Detailed discussion of | (10) Detailed discussion of |

| | | | | |
|---------------------------|--|--|---|--|
| | <p>general statements</p> <p>No plan for development of instruments</p> | <p>gathering methods, however, it is inappropriate</p> <p>Has plans for development of instruments but do not corresponds to the variables of the research</p> | <p>appropriate data gathering methods</p> <p>Instruments that will be developed and used correspond to a number of research variables only.</p> | <p>appropriate data gathering methods</p> <p>Data gathering instruments that will be developed should corresponds to the variables of the research and extracts the needed information</p> |
| c. Plan for Data Analysis | <p>(0-4)None or discussion on data encoding and analysis is general</p> | <p>(5-7)Limited discussion on the encoding/coding procedures, quality control.</p> <p>Absence of data analysis plan and use of appropriate programs or software</p> | <p>(8-9)Limited discussion on the encoding/coding procedures, quality control.</p> <p>Use of appropriate programs or software are explained but no discussion on data analysis</p> | <p>(10)Detailed explanation of encoding/coding procedures, quality control, plan for data analysis</p> <p>Use of appropriate program software</p> |
| d. Timetable/Gantt chart | <p>(0-4)None or Unclear and inadequate to the tasks</p> | <p>(5-7)Present but does not show how milestones will be reached in time.</p> | <p>(8-9)Comprehensive and realistic</p> | <p>(10)Comprehensive, realistic and shows clear approach to dealing with any issues and constraints</p> |
| e. Cost Estimates | <p>(0-4)None or general cost estimates</p> | <p>(5-7)Present but includes non-eligible items</p> <p>Exceeds the maximum amount with no provision for cost sharing</p> | <p>(8-9)Present and expenses items included are all eligible</p> <p>Within the required maximum amount</p> | <p>(10)Detailed and reasonable.</p> <p>Expense items included are all eligible.</p> <p>Mention of cost-sharing arrangement, if applicable only</p> |

| | | | | |
|--|---|--|--|--|
| | | Unreasonable costings | | Budgetary proposal is within the required maximum amount |
| 5. Plans for Dissemination | (0-2) None or present but unclear | (3) Present but general statements | (4) Concrete plan on how the results of the research will be disseminated | (5) Concrete plan on how the results of the research will be disseminated Mention of use in policy formulation i.e. policy note |
| 6. Ethical Issues, Referencing, Clarity of Expression | (0-4) No mention of ethical issues No referencing or little or poor usage of citations Poorly-presented (wrong use of language, grammar, ideas are not well expressed); presence of misspelled words | (5-7) Need to address ethical issues was mentioned ; No concrete plans on addressing ethical issues Insufficient usage of citations; Uses recommended referencing style with minimal errors Poorly-presented (correct grammar but ideas are incoherent) | (8-9) Mentioned the need to address ethical issues; Mention of general plan on how to address ethical issues Well-presented (correct grammar; use of language, expression and ideas are coherent) Uses recommended referencing style consistently and accurately in text of work and reference list | (10) Ethical issues involved in the research was clearly stated; Identified specific arrangements to comply with ethical issues Extensive and appropriate use of citations to reflect use of theory in discussion and argument; Consistent use of APA referencing (in-text and bibliography) Superior clarity in presentation and expression with attention to details in all aspects are evident; Perfect grammar, appropriate use of language |

Criteria and Scoring Template for Action Research

| Criteria | Scoring Guide | | | |
|--|---|---|---|---|
| | Unsatisfactory | Marginally Satisfactory | Satisfactory | Highly Satisfactory |
| 1. Context and Rationale | (0-2) None or irrelevant information | (3) Basic context and rationale provided | (4) Appropriate and adequate context and rationale | (5) Clear, concise and comprehensive context and rationale for the research Provides relevant social and policy context of the study Indicates how the results can be used in the school |
| 2. Review of Related Literature | (0-4) None or mentions limited existing research but not related to the research questions | (5-7) Mentions existing research related to the research questions but failed to identify recommendations and questions in previous studies Failed to discuss the main points of view and controversies in existing research studies and critical evaluation of these views | (8-9) Appraises existing research related to the research questions and identified recommendations and questions in previous studies Failed to discuss the main points of view and controversies in existing research studies; critical evaluation of views, their strengths and weaknesses | (10) Extensively appraise existing research related to the research questions Identifies recommendations and questions in previous studies Discusses the main points of view and controversies of existing research studies and critical evaluation of views, their strengths and weaknesses |
| 3. Research Questions | (0-4) Not provided or vaguely | (5-7) Stated but may not lead to answering objectives of the | (8-9) Stated and leads to answering objective of the research | (10) Explicitly and clearly stated; |

| | | | | |
|-------------------------|---|--|--|---|
| | mentioned | research Title and research questions are not aligned | Title and research questions are aligned | Title and research questions are visibly aligned |
| 4. Scope and Limitation | (0-4)None or poorly defined | (5-7)Present but incomplete with areas that needs clarification | (8-9)Detailed scope and limitation are provided | (10)Coverage i.e. location, respondents and time frame are clearly defined Parameters and limitation of research study are clearly stated |
| 5. Methodology | | | | |
| f. Sampling | (0-4)None or unclear general statements | (5-7)Type of sampling method was mentioned Number of participants and characteristics of participants was not mentioned | (8-9)Type of sampling method was mentioned with minimal explanation Number of participants is available but characteristics of participants was not mentioned | (10)Type of sampling method was clear with justification for its selection Details including number and characteristics on who will participate in the research is discussed |
| g. Data collection | (0-4)None or general statements No plan for development of instruments | (5-7)Provided data gathering methods, however, it is inappropriate Has plans for development of | (8-9)Detailed discussion of appropriate data gathering methods Instruments that will be developed and used correspond to a number of | (10)Detailed discussion of appropriate data gathering methods Data gathering instruments that will be developed should corresponds to the variables of the research and extracts |