



August 7, 2019

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DIVISION MEMORANDUM
No. 305s. 2019

MUNICIPAL RESEARCH COLLOQUIUMS

To: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chief, Curriculum and Instruction Division
OIC Chief, School Governance and Operations Division
Public Schools District Supervisors
Municipal Research Committees (MRCs)
Cavite Association of Research Educators (CARE)

1. Pursuant to DepEd Order No. 16, s. 2017, titled "Research Management Guidelines," and Division Memorandum No. 236, s. 2019, with the same title, the Municipal Research Committees shall organize and conduct **research proposal colloquiums** within the **4th week of August until the 2nd Week of September 2019**.

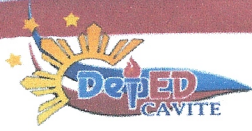
2. This activity aims to:

- Present and justify the need to study the identified research problems;
- Assure that the plans of researching the proposed research questions are complete and holds academic merit;
- Discuss the ways in which the proposed study should be conducted; and
- Assess the feasibility of the research work proposed.

3. In line with this activity, MRC Chairpersons shall ensure that all the research proposals to be presented are encoded in the designated online tracking spreadsheet, and have been evaluated by both MRC and the Schools Division Research Committee (SDRC). MRCs shall submit the training proposal to the Human Resource Development (HRD) unit, at least 10 working days prior to the activity (see Division Memorandum No. 47, s. 2019 for details). A municipality with less than 20 research proposals may partner with a nearby municipality, provided that both MRCs agreed to it. MRCs must **notify** the SEPS for Planning and Research on their intended dates of colloquium, to schedule the SDRC official/representative to attend the activity.

4. MRCs are advised to conduct the activity at a minimal cost. Expenses relative to this activity may be charged against the school MOOE and/or local funds subject to the usual accounting and auditing rules and regulations.

5. Kindly refer to the attached document for the presentation guidelines and the organizing committees and terms of reference. For queries, you may contact Ms. May Anne Joy D. Romanes, SEPS – Planning & Research, through the email address depedcavite.research@deped.gov.ph



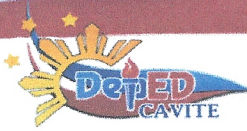
Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



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6. Immediate and widest dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent



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Accreditation No. MSA-005

(Enclosure to Division Memorandum No. _____, s. 2019)

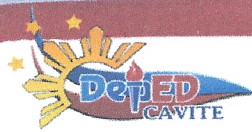
PRESENTATION GUIDELINES

Paper Presenters

Accepted research proposals shall be grouped according to themes by the Municipal Research Committee (MRC). Paper presenters are expected to adhere to the session guidelines.

Guidelines:

1. All research proposals shall be orally presented by the proponents.
2. Presenters shall bring the following:
 - Laptop;
 - Presentation on a USB drive (back-up copy);
 - Pdf version of the slide presentation (to be submitted to the Communications Committee);
 - Printouts of research proposal (no. of copies depends on the no. of panel members);
 - Research proposal with MRC and SDRC corrections/suggestions;
 - Validated research instruments; and/or
 - For action researches, copy of your activities and materials to be used for intervention.
3. Prior to presentation, the proponents shall check the following:
 - facts, figures and quotes, if they are accurate;
 - grammatical errors and spelling mistakes; and
 - timing, to ensure that the presentation is 10 minutes or less in length.
4. A session chair shall facilitate the flow of the session, open forum, and transition.
5. Presentation shall be no longer than 10 minutes. The session chair will hold up a yellow card 5 minutes from the end of your allotted 10 minutes, and a red card indicating that your time is up. The presenter shall no longer proceed with the presentation after the session chair's advise to stop.
6. The presentation should contain the following:
 - Title of the Study, proponent(s), email, and school
 - Rationale
 - Research Questions
 - Proposed Intervention (for action research only)
 - Scope and Limitation
 - Methods
7. All presentation rooms must be equipped with a screen and LCD projector (or monitor).
8. Presenters shall use MS PowerPoint or Prezi for their presentations.
9. Pictures must be in jpg, gif, png, or bmp file format only. Video files must be attached to the presentation using mpg, mpeg, or wmv format.



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083

10. At the end of the presentation, 10 minutes will be allotted for discussion and queries of the panel members.

Enclosure 2 – Organizing Committees and Terms of Reference

ORGANIZING COMMITTEES AND TERMS OF REFERENCE

Executive Committee

MRC Adviser(s)

MRC Chair

Conference Planning:

Chair: MRC Chair

The Executive Committee shall:

1. Serve as the overall decision and policymaking body, in coordination with all the working committees.
2. Conduct meeting and orientation of the Terms and Reference of each working committee.
3. Monitor the planning timeline (pre-colloquium, colloquium proper, post-colloquium).
4. Provide technical assistance to each working group.

Program and AVP Committee:

Chair: to be determined by MRC Chair

The Program and AVP Committee shall:

1. Design the colloquium program and seek the approval from the executive committee.
2. Facilitate and oversee the flow of the program and ceremony (e.g. plenary sessions, opening and closing programs)
3. Assign and brief the Master of Ceremonies and session chairs.
4. Coordinate with the Logistics Committee for arising concerns with regards to the needed materials, equipment and facilities for the program.
5. Maintain an open line for communication between and among other working committees.

Secretariat Committee:

Chair: MRC Secretariat

The Secretariat Committee shall:

1. Supervise and oversee pre-colloquium, colloquium proper, and post colloquium communications, paper works, and materials needed particularly those that involve invitations, notifications, registrations, documentation, proceedings, and certificates.
2. Consists of 4 committees, namely: Registration and Certificates Committee, Communications Committee, Documentation Committee, and Logistics Committee.

A. Registration and Certificates

Chair: to be determined by MRC Chair

The Registration and Certificates Committee shall:

1. Secure the registration and final lists of all participants during the colloquium.
2. Coordinate with the MRC Secretariat to ensure that all researches presented are encoded in the designated Google Sheet.
3. Design, verify, print/produce, prepare, and endorse tokens for the speakers (if there is any), and the certificates (recognition, participation, and appearance) for presenters, session chairs, panel members, participants, and committee members prior to the conference.
4. Assist participants in their concerns and queries during the conference.
5. Awards certificates.



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



6. Maintain an open line for communication between and among other working committees.

B. Communications

Chair: to be determined by MRC Chair

The Communications Committee shall:

1. Coordinate with the Registration and Certificates Committee for the list of accepted papers, speakers, presenters, session chairs, and panel members.
2. Formally draft the invitation for the speakers, session chairs, and panel members.
3. Issue notifications and colloquium details, such as venue details, and other technical requirements to the participants.
4. Collect the pdf version of the slide presentations, upload them to the Google Drive folder, and share it with the DepEd Cavite Research email: depedcavite.research@deped.gov.ph. The file name of the pdf file shall be the same as the research code.
5. Orient and address the concerns of the speakers and panel members.
6. Correspond with MRC Officials for the messages to be included in the preliminaries of the proceedings.
7. Maintain an open line for communication between and among other working committees.

C. Documentation

Chair: to be determined by MRC Chair

The Documentation Committee shall:

1. Acquire and secure all vital records of meetings, circulars, programs, sessions, proceedings, and pictures.
2. Consolidate all reports and proceedings into one report to be emailed to depedcavite.research@deped.gov.ph. Template for the report can be downloaded via <https://tinyurl.com/NarrativeReportCavite>.
3. Produce a press release of highlights of the Conference.
4. Maintain an open line of communication between and among other working committees.

D. Logistics

Chair: to be determined by MRC Chair

The Logistics Committee shall:

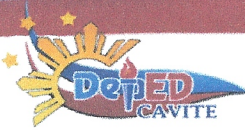
1. Distribute programs and kits, if there is any.
2. Assure that there is no duplication, and confusion in the registration among the participants.
3. Maintain an open line of communication between and among other working committees.

Food and Refreshments Committee (optional)

Chair: to be determined by MRC Chair

The Food and Refreshments Committee shall:

1. Ensure that the food and refreshments are well-prepared.
2. Maintain an open line of communication between and among other working committees.



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REFERENCES

Division Memorandum No. 310, s. 2018. *Coalescence: 1st Cavite joint conference 2018*. Retrieved from https://depedcavite.com.ph/wp-content/uploads/2018/10/DM-310-2018.pdf?fbclid=IwAR0eDHKcwG0Q_tFcc6shm6rh8lzeCZCo2N-Evi29B3lyVytogeBk-kvtcR4

International Academic Forum. (2019). *Presentation guide*. Retrieved from <https://ace.iafor.org/presentation-guide/>