



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

September 21, 2022

**DIVISION MEMORANDUM**

No. 18 s. 2022

**CALL FOR ENTRIES TO THE 2022 DIVISION EDUCATION RESEARCH  
FORUM AND DIVISION RESEARCH JOURNAL**

TO: Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public Elementary Schools  
Public Secondary Schools  
All others concerned

1. In preparation for the conduct of the 2022 Division Education Research Forum, this Office announces the call for completed, Division-approved Action and Basic Research studies. The collected researches will undergo preliminary screening to compose the final studies for presentation during the Forum. The presented studies during the forum will be screened further for publication through the Division Research Journal.
2. Qualified entries are either Action or Basic Researchers which were completed not earlier than 2021 and have not been presented during the 2021 Division Action Research Forum. Interested researchers should submit the following **on or before October 7, 2022**:
  - ✓ (1 Copy) Application Form
  - ✓ (1 Copy) Signed Declaration of Anti-Plagiarism
  - ✓ (1 Copy) Signed Certification of Completed Research
  - ✓ (8 Copies) Abstract of the Research
  - ✓ (3 Copies) Completed Research
  - ✓ (8 Copies) Brief implementation report for the Dissemination and Utilization/ Advocacy plans.
3. Researchers should submit the abovementioned documents to the Planning and Research Section through the Records office.
4. In order to facilitate the initial screening of the entries, the Schools Division Research Committee shall convene on October 13, 2022 at the QMS Center of the SDO Sorsogon Province Building.
5. For queries, please contact Mr. Roman Jebulan through the email [roman.jebulan@deped.gov.ph](mailto:roman.jebulan@deped.gov.ph).



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6. Expenses relative to the conduct of this activity shall be charged against MOOE/ HRTD Funds/ SEF subject to the usual accounting and auditing rules and regulations.
7. For information, guidance and strict compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 



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Enclosure 1 to DM 12 s. 2022: **Application Form**  
(Soft Copy may be downloaded from: [https://bit.ly/2022DERF\\_Forms](https://bit.ly/2022DERF_Forms))

<b>Research Title:</b>	
<b>Type of Research:</b> <ul style="list-style-type: none"><li><input type="radio"/> Action Research</li><li><input type="radio"/> Basic Research</li></ul>	<b>Theme:</b> <ul style="list-style-type: none"><li><input type="radio"/> Teaching and Learning</li><li><input type="radio"/> Child Protection</li><li><input type="radio"/> Human Resource Development</li><li><input type="radio"/> Governance</li><li><input type="radio"/> DRRM</li><li><input type="radio"/> Gender and Development</li><li><input type="radio"/> Inclusive Education</li></ul>
Year Approved:	Year Completed:

**RESEARCHER/S PROFILE**

Lead Researcher:	
Position:	Contact #:
School/ District:	
Highest Educational Attainment:	
University/ College:	
Year Completed:	

Researcher #2:	
Position:	Contact #:
School/ District:	
Highest Educational Attainment:	
University/ College:	



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Year Completed:	
Researcher #3:	
Position:	Contact #:
School/ District:	
Highest Educational Attainment:	
University/ College:	
Year Completed:	

**ENDORSEMENT OF THE IMMEDIATE HEAD/ SUPERVISOR**

I hereby endorse the application for the 2022 Division Education Research Forum. I certify that the abovementioned research title had been completed by the researcher/s.

\_\_\_\_\_  
Name and Signature of Immediate Supervisor  
Position: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Immediate Supervisor  
(if Researcher #2 is from different station)  
Position: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Immediate Supervisor  
(if Researcher #3 is from different station)  
Position: \_\_\_\_\_



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Enclosure 2 to DM 18 s. 2022: **Declaration of Anti-Plagiarism** (*Adapted from DepEd Order 16, s. 2017*)  
(Soft Copy may be downloaded from: [https://bit.ly/2022DERF\\_Forms](https://bit.ly/2022DERF_Forms))

1. I/We \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgement and referencing.
2. I/We attest to the originality of this education research abstract and has cited properly all the references used in the completed research report which we can provide a soft copy, if requested.
3. I/We understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education – Schools Division of Sorsogon Province.

Lead Researcher: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Researcher #2: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Researcher #3: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Enclosure 3 to DM 18 s. 2022: **Template and Format for Completed Education Research**  
 (Soft Copy may be downloaded from: [https://bit.ly/2022DERF\\_Forms](https://bit.ly/2022DERF_Forms))

**CHECKLIST OF RESEARCH TEMPLATE/PART:**

Basic Research		Action Research	
Title Page		Title Page	
Abstract		Abstract	
Acknowledgement		Acknowledgement	
Introduction of the Research		Context and Rationale	
Literature Review		Innovation, Intervention & Strategy	
Research Questions		Action Research Questions	
Scope and Limitation		Action Research Methods:	
Research Methodology:		a. Participants and Other Sources of Data & Other Info	
a. Sampling		b. Data Gathering Methods	
b. Data Collection		Discussion of Results and Reflection	
Discussion of Results and Recommendations		Dissemination & Utilization Report	
Dissemination & Advocacy Report		References	
References		Financial Report	
Financial Report			

**Format:**

Paper size:	A4 (portrait)		
Margins:	Top: 1 inch	Left: 1.5 inches	
	Bottom: 1 inch	Right: 1 inch	
Spacing:	1.5		
Font Style:	Bookman Old Style		
Font Size:	13-14 (Headings/ Titles)		
	11-12 (Body Text)		
	9-10 Italic (Captions for photos, figures, and/or tables)		



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