



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 220, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent/
Officer-In-Charge, Office of the Schools Division Superintendent

Subject: Submission of General Payroll and Research Summaries on Completed
Basic or Action Researches

Date: September 03, 2019

1. The field is hereby reminded on the submission of General Payroll and Research Summaries on Completed Basic or Action Researches on or before **September 5, 2019, 5:00 PM** c/o Ms. Rizan L. Sardane.
2. For more details, kindly refer to the attached Memorandum from the Division of Misamis Oriental- Division Memorandum 460, s. 2019.
3. For information, guidance and compliance.

Copies Furnished:
Person Concerned
Records Section- Memo

OSDS/ADMIN/ama

ELSA To the future... El Salvador! Excellence @ Leadership • Services • Academics

Tayo
PARA SA
EDUKASYON



Republic of the Philippines
Department of Education
 DIVISION OF MISAMIS ORIENTAL

August 16, 2019

DIVISION MEMORANDUM
 No. 460, series 2019

TO :

Education Program Supervisors/Division Coordinators
 Public Schools District Supervisors/Districts In-charge
 School Heads, Public Elementary, Junior and Senior High Schools
 Heads, Section and Units
 Teaching, Teaching-Related and Non-Teaching Personnel

This Division

SUBJECT: **TIMELINES ON THE SUBMISSION OF GENERAL PAYROLLS AND RESEARCH SUMMARIES (HARD COPIES) COMPLETED BASIC OR ACTION RESEARCHES**

To ensure a timely, and orderly submission of General Payrolls and Research Summaries (in hard copies) of Basic or Action Researches conducted, this Office hereby issues the following timelines, to wit:

Date/s to Submit the General Payrolls/Research Summaries	Personnel from the following District/s and Office (junior and senior high schools included)
August 21, 2019	Lugait, Manticao, Binuangan and Sugbongcogon
August 22, 2019	Naawan, Initao, Kinoguitan and Balingoan
August 23, 2019	Gitagum, Libertad, Laguindingan, Talisayan and Medina
August 26, 2019	Alubijid, Opol, Magsaysay I and II
August 27, 2019	MOGCHS, Tagoloan and Division Office Personnel
August 28, 2019	Villanueva, Claveria I and II
August 29, 2019	Jasaan, Balingasag North and South
August 30, 2019	Lagonglong and Salay

Public Schools District Supervisors/Districts in-charge are directed to oversee and monitor the timely and orderly submission of General Payrolls and Research Summaries. Further, they are directed to facilitate the strict observance of the date/s of submission set by their respective districts and offices as specified in the timelines.

Attached is the template of the Research Summaries and its components for ready reference. These research summaries are to be extracted from the whole research. The Research Summary of each personnel should appear in one (1) page only containing the parts that are asked in the attached template.

School Heads are advised to prepare attachments strictly adhering to the following:

a. Prepare the documents in two (2) sets. One (1) set is for the Provincial Accounting Office and the other one (1) is for the Commission on Audit (COA-Province).

b. The compilation of the attachments shall start with the research summary of the study undertaken by the School Head followed by the research summaries of the teaching, teaching-related and non-teaching personnel in the school (in alphabetical order-regardless of the position). Tabbing should be observed strictly to facilitate fast checking and evaluation against the General Payroll.


c. Administrative Assistants II and III of the districts are directed to countercheck the General Payroll and the supporting documents (e.g. Research Summaries of School Head and teachers) submitted to the District Office. In turn, they have to affix their initials at the lower right portion of the names of the School Heads. Initials appearing in the document denote that thorough checking has been done.

d. Teaching, related-teaching and non-teaching personnel hired from January 1, 2019 up to August 30, 2019 are required to submit a photocopy of the appointment signed by the Schools Division Superintendent. This/These photocopied document/s should be attached to the General Payroll of the school.

e. A Microsoft Excel program designed for the preparation of the General Payroll and other related attachments for the school is provided. This is available at the downloadables in the Division Website. For more particulars, please call Ms. Marife T. Bahian through her mobile phone number 09365838226 or through Lindo M. Cayadong at his mobile phone number 09777206233.

Here is link for Excel File <https://www.depedmisor.net/forms.html>

Immediate and wide dissemination of this Memorandum is hereby directed.


RANDOLPH B. TORTOLA
Schools Division Superintendent

TEMPLATE OF THE RESEARCH SUMMARY

NOTE: This Research Summary shall be prepared in two (2) sets. Use Times Bookman Old Style and font size 12. Spacing should be single-spaced. Observe the 1.25 inch-margin at the left hand side and 1 inch-margin to the rest of the sides of the A4-size bond paper.

School Logo

Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL

Division Logo

District of _____

Name of School

Address of School

TITLE OF THE BASIC OR ACTION RESEARCH

Submitted by :

Signature Over Printed Name of the School Head/Teacher/Teaching
Related/Non-Teaching-Researcher
Position Held

TITLE OF THE BASIC OR ACTION RESEARCH

Part I. Situation

This part enshrined the general situation's/circumstance's importance that make the researcher develop his/her research. Further, this is the aim of the study. This part specifically articulated why this study important. Cite some points that prompted the researcher to explore this issue/problem/establish or explore. Data and other pertinent information relative to this study could be discussed in this part. The individuals/groups/pupils/students and others who could benefit/s out of this study should be included. The process/processes on how this study could benefit the potential/prospective beneficiary/ies should form part of this section.

Part II. The Intervention (for Action Research)/Findings and Insights (for Basic Research)

For Action Research (CI-based or per D.O. 16, s. 2017)

This part introduced the intervention/strategy/approach to combat the issue or problem. It described the administered intervention/strategy/approach. This portion also discussed the methods and procedures on how the intervention was administered.

For Basic Research

This part introduced the insights gained out of this study.

Part III. Summary

This part should follow the format hereunder. Further, the following need to be developed as paragraphs discussing each of the following.

- Purpose
- The Intervention (for Action Research)/Findings and Insights (for Basic Research)
- Findings and Insights
- Research Limitations/implications (if applicable)
- Reflection

School Logo Republic of the Philippines
Department of Education
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL

Division Logo

District of _____

Name of School

Address of School

OFFICE OF THE SCHOOL HEAD

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the **personnel** (include the non-teaching personnel, if there's any) named in the attached list (listing follows the General Payroll) including the undersigned had conducted and written their basic or action researches.

This is to certify further that the completed researches conducted by the aforementioned had been thoroughly reviewed, checked by the undersigned and were found in order and adhering strictly to the parts prescribed.

This is to certify further that the completed research reports of the personnel including the undersigned were kept and in the custody of the Office of the Principal of this school.

Issued this date when this certification is signed day of August 2019 at name of the school, address of the school.

NAME OF THE SCHOOL HEAD

Position of the School Head
(Signature over Printed Name)

LIST OF TEACHING/TEACHING-RELATED/NON-TEACHING RESEARCHERS

District of: _____

Name of School

Address of School

No.	Name of Teaching/Teaching-Related/Non-Teaching Researchers			Position
1.	Caño	Adefer	B.	Secondary School Principal III
2.	Aba	Jose Jr.	M.	Teacher I
3.				
4.				
5.				
6.				
7.				
8.				
9.				
	No one follows			

Prepared by:

School Head
(SIGNATURE OVER PRINTED NAME)

Republic of the Philippines
PROVINCIAL GOVERNMENT OF MISAMIS ORIENTAL
 Cagayan de Oro City

OBLIGATION REQUEST

No. _____

Payee: **ADEFER B. CANO ET. AL**
 Office: **INCHS & SENIOR HIGH SCHOOL**
 Address: **INITAO MIS. OR**

Responsibility Center	PARTICULARS	F.P.P	Account Code	Amount
3311	RESEARCH SUMMARY ADEFER B. CANO PRINCIPAL III	502	99080	

TOTAL: P

A Certified: <input type="checkbox"/> Charges to appropriation/allotment necessary, lawful and under my direct supervision <input type="checkbox"/> Supporting documents valid, proper and legal		B Certified: Existence of available appropriation	
Printed Name	RANDOLPH B. TORTOLA	Printed Name	CLAUDITA P. BALITON
Position	Schools Division Superintendent Head, Requesting Office/Authorized Representative	Position	Provincial Budget Officer Head, Budget Unit/Authorized Representative
Date		Date	

INFORMATION ON APPROPRIATION AND ALLOTMENT BALANCE

Office: _____

Date: _____

Object of Expenditure:

Account: _____

PS	MOOE	CO	SPF	SEF
----	------	----	-----	-----

Quarter CY 2014:

For the Month of

1st	2nd	3rd	4th
-----	-----	-----	-----

Less: This Expenditures: _____

Balance: _____ Php _____

Controlled by:

CLAUDITA P. BALITON
Provincial Budget Officer

(4 COPIES)

PROVINCIAL PAYROLL

(Provincial, City or Municipal)

We hereby acknowledge to have received from, Provincial Treasurer of Misamis Oriental the sums herein specified opposite our respective names, the same, being full compensation for our rendered during the period stated below, to the correctness of which we hereby severally certify.

NO.	NAME	DESIGNATION	PERIOD OF SERVICE		MONTHLY RATE OF PAY	AMOUNT ACCRUED FOR THE PERIOD	AMOUNT DUE	AMOUNT PAID IN CASH	SIGNATURE	
			FROM	TO						
1	2	3	4	5	6	7	8	9	10	
1	CANO, ADEFER B.	P3	JAN	DEC	200	2,000	2,000			
2	ABA, JOSE	T1	JAN	DEC	200	2,000	2,000			
							4,000.00	4,000.00		
TOTAL										

(1) I HEREBY CERTIFY on my official oath that the above PAYROLL IS CORRECT, AND that services above stated have been duly rendered. Payment for such services is also hereby approved from the appropriation indicated

ADEFER E. CANO
Principal III

Recommending Approval:

NILDA M. MEJOS
PS District Supervisor

RANDOLPH B. TORTOLA
Schools Division Superintendent

MARILOU M. RIVERA
OIC Provincial Accountant

(2) I HEREBY CERTIFY on my official oath that I have paid in cash to each official and employee whose names appears on the above roll the amount set opposite his name, under column 27, the having signed or marked his name under column 30 above in my presence and at the time that payment was made to him that payment was made to him in acknowledgment of receipt of the money paid him.

(3) I HEREBY CERTIFY on my official oath that each employee whose name appears on the above roll has been paid in cash or in check, and in no other mode, the amount shown under column 27 above, opposite his name. The total of the payments made by means this payroll amount to

Approved:

YEVGENY VINCENTE B. EMANO
Governor

RONALD JAME D. VIOLON
OIC Provincial Treasurer