



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

19 July 2021

DIVISION MEMORANDUM

No. 278, s. 2021

SUBMISSION AND REVIEW OF ARTICLES FOR K.I.T.E JOURNAL

To: **Assistant Schools Division Superintendent**
Chiefs of CID and SGOD
Division Unit Heads
Public Schools District Supervisor
Education Program Supervisors
Public Elementary and Secondary School Heads
All Public Elementary and Secondary Schools Teachers
All Non-teaching and Teaching-related Personnel
Others concerned
This Division

1. In reference to *DM-CI-2020-00238 dated September 2, 2020, DM-OUCI-2021-228 dated June 2, 2021 and Regional Memorandum No. 307, s. 2021 dated June 29, 2021 re Submission and Review of Articles for K.I.T.E Journal*, the field is hereby encouraged to submit articles / researches / reports for the e-publication in K.I.T.E. (K to 12 Issues and Trends Explored) Journal focusing on preparations and milestones for **DepEd's distance learning implementation**.
2. For details on format, peer review and other guidelines, please see attached memorandum and Annexes, respectively.
3. Only articles covering initiatives not older than three years are accepted.
4. This Office shall adhere to Equal Opportunity Principle (EOP) in Receiving the General Plan of Activities and Attending to clarification/queries relative to Virtual Program Implementation Review in School-Based Journalism for SY 2020-2021. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects: CURRICULUM / BE LCP / PAPs

CID/MRV

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Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines
Office of the Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-OUCI-2021-228

TO : **Bureau Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned**

FROM : **DIOSDADO M. SAN ANTONIO**
Undersecretary

SUBJECT : **Corrigendum to DM CI-2020-00238 entitled: Submission and Review of Articles for K.I.T.E. Journal**

DATE : June 2, 2021

1. This office reiterates the call to submission of academic articles for the K.I.T.E (K to 12 Issues and Trends Explored) Journal, an e-publication for Curriculum and Instruction (CI) Strand. The field and various offices under the CI strand write and submit academic papers and articles including, but not limited to researches or studies comprising of a wealth of information for policy development, improvement in educational practices and proposals for educational innovations. The following corrigendum and addendum to DM CI-2020-00238 entitled: Submission and Review of Articles for K.I.T.E. Journal are therefore drafted.
2. The K.I.T.E. Journal is a quarterly publication which will feature peer-reviewed or refereed academic or scholarly articles on K to 12 issues and trends. These will include:
 - Original articles consisting of study reports that describe results obtained from primary sources. These could be classroom-based researches, case studies and full-blown research which could be quantitative, qualitative, or mixed methods.
 - Review articles or critical evaluations of studies or academic books
 - Theoretical articles or reports on new theories based on existing research
 - Papers presented in academic conferences
 - Studies or papers presented to experts and education stakeholders for policy recommendations
 - Technical Reports

3. Prior to submission, authors should determine whether their manuscripts correspond to the journal's statement of purpose—to publish papers that contribute to understanding issues, problems, research, and practice surrounding all aspects of the K to 12 basic education teaching, learning, administration and implementation. Authors can elicit practical applications, such as for classroom instruction, facilitating students' academic skills, enhancing learning, conducting teacher evaluation and upskilling based on their submitted research.
4. Manuscripts that report mainly the results of an empirical study or do not fall within the general aims and scope of the journal will be returned to the authors.
5. The manuscripts shall follow the following format:
 - Title
 - Abstract
 - Keywords
 - Introduction/Purpose
 - Methodology
 - Research Design
 - Selection Criteria and Sources of Data
 - Data Analysis
 - Findings
 - Discussions/Conclusions
 - Implications from the study
 - Recommendations
 - Acknowledgements
 - References
 - Supplementary Data
6. Articles shall not exceed 1500 words excluding the abstract. The abstract shall not exceed 150 words, title shall be limited to 10 words, and must be accompanied by at least one to a maximum of three high-resolution photos. Accepted files for photos are PNG and JPEG while the manuscript should be in word format and in font size 12. Photos must be sent as attachments.
7. Only articles covering initiatives not older than 3 years will be accepted.
8. The submission of a manuscript implies that the work has not been published previously, that it is not under consideration for publication elsewhere, and that its publication has been approved by all co-authors, if any.
9. The Department of Education or specifically the Office of the Undersecretary for Curriculum will not be held legally responsible should there be any claims for compensation.
10. All articles shall be submitted to **ouci@deped.gov.ph** cc: **celedonio.balderasjr@deped.gov.ph** and **bea.od@deped.gov.ph** under the email subject: **K.I.T.E. JOURNAL**.

Annex 2: Activity Matrix for the K.I.T.E. e-publication for your perusal.

Activities	Date	Persons Involved
Submission of Documents	September 3 – 8, 2020	All DepEd personnel identified in this memorandum
Peer Review	September 9, 10,11, 14, and 15, 2020	<ul style="list-style-type: none"> • 1 representative from each CI bureau • CLMD Chiefs • 1 CID Chief per region • 1 representative from CLMD or PPRD
Finalization and Lay-outing of Documents	September 16-18, 2020	K.I.T.E TWG / Editorial Board

DM-CI-2020-00238

Annex 1: Writer's Details

Name	Designation	School / Division / Region	Contact Number	E-mail Address
Author 1				
Author 2				
Author 3				
Title of the article / reports / research				
Topic (Check one)	Type of Document			
	Article	Research	Report	Project Profile / Narrative
Curriculum Management				
Instructional Supervision				
Assessment				
Learning Delivery				
Curriculum Review				
Curriculum Contextualization				
Teacher's Upskilling / Reskilling				
Stakeholder's Partnership and its impact on student performance				
Others Please specify:				

DM-CI-2020-00238

5. All articles shall be submitted to **lito.palomar002@deped.gov.ph** under the *email subject: K.I.T.E. JOURNAL.*
6. Enclosed with this memorandum are Annex 1: Writer's Detail and Annex 2: Activity Matrix for the K.I.T.E. e-publication for your perusal.
7. Authors/writers shall be given certificate of recognition.
8. For information and compliance.

DM-CI-2020-00238

11. The guidelines and mechanics on manuscript formatting, submission, peer review and publication of the articles are detailed in Annexes 1 and 2.
12. The maiden issue shall include articles from the Bureaus under the CI strand plus one selected article from the field which highlights initiative/s and innovations under DepEd Order No. 12, s. 2020 titled "Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency."
13. Articles submitted prior to this issuance shall be included in the second issue of the e-publication if considered for peer review.
14. Authors/ writers shall be given certificates of recognition.
15. Strict compliance of this memorandum is desired.

Guidelines on Manuscript Formatting and Submission of Articles

Manuscript Formatting

1. Manuscripts must adhere to the conventions of style and format described in the Publication Manual of the American Psychological Association (7th ed., 2021).
2. Papers should be 1,500 words long and should be formatted in Times New Roman, 12-point font, double-spaced, left-justified, with one-inch margins in a Microsoft Word document.
3. Authors must submit a brief abstract that does not exceed 150 words as well as a list of 4 to 5 keywords which can be used for indexing purposes, a biographical note for each author, and any acknowledgments to be featured at the end of the paper.
4. Tables and figures should not be embedded in the text, but should be included as separate sheets. A short descriptive title should appear above each table and labeled with consecutive Arabic numerals. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet.
5. Illustrations (line drawings, halftones, photos, etc.) should be clean originals or digital files. Photos must not be embedded in the Microsoft Word document. Digital files are recommended for highest quality reproduction. These should be submitted as separate files. The minimum requirement for digital pictures for print publication is 6 inches wide and saved at a resolution of 300 dpi in EPS or TIFF format. For the e-publication, pixel size should be about 400-600 wide for large image and 100-200 for thumbnail image, the resolution is 72 dpi. The preferred file format is JPEG with file size of approximately 20-200K.
6. Authors having difficulty with these settings are required to submit the original files for further adjustments. Provide each photo with appropriate names and numbers and indicate where it should appear within the text.
7. References should include digital object identifiers (DOI) where appropriate.

Permissions and Copyright

1. Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their manuscripts.
2. Any material received without such evidence will be assumed to originate from the authors.

Submission of Articles

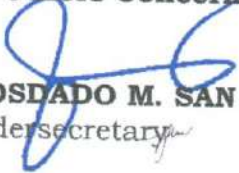
1. Authors should submit their manuscript via e-mail to ouci@deped.gov.ph cc: celedonio.balderasjr@deped.gov.ph and bea.od@deped.gov.ph under the email subject: K.I.T.E. Journal.
2. Authors are requested to submit a blind manuscript without any names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should be avoided. A separate title page should be provided, containing the title, all the authors' names, affiliations (School, Division, Region, Office, or Bureau), and the contact information of the corresponding author.
3. Submission of manuscripts for the quarter's publication shall be on the last working day of the previous quarter. Hence, the submission for the 1st issue of the year (January-March) shall be on the last working day of December of the previous year. The 2nd issue (April-June) shall be on the last working day of March and so on.
4. Acceptance of manuscripts will be for the whole year. Authors will be notified for the publication issues of their accepted papers.



Republic of the Philippines
Department of Education
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM
DM-CI-2020-00238

TO : **Bureau Directors**
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **DIOSDADO M. SAN ANTONIO**
Undersecretary

SUBJECT : **SUBMISSION AND REVIEW OF ARTICLES FOR K.I.T.E**
JOURNAL

DATE : September 2, 2020

1. The Department of Education - Curriculum and Instruction Strand encourages all teaching, non-teaching, teaching-related personnel from all CI strand bureaus, regional offices, division offices, and schools to submit articles / researches / reports for the e-publication in K.I.T.E (K to 12 Issues and Trends Explored) Journal focusing on preparations and milestones for **DepEd's distance learning implementation** and following the format below:
 - A. Introduction including legal and theoretical bases, objectives of the initiative as well as description on how it makes the Sulong EduKalidad happen;
 - B. Strategies / methods / steps in implementing the advocacy / initiative / innovation;
 - C. Discussion of the perceived results/outcomes/impact of the advocacy / initiative / innovation, including insights gained;
 - D. Concluding paragraph which may include recommendations; and
 - E. References written in APA style
2. Articles shall not exceed 1500 words, title limited to 10 words, and accompanied by at least one to a maximum of four high-resolution photos. Accepted files are PNG and JPEG. Send the photos as attachment.
3. Only articles covering initiatives not older than 3 years are accepted.
4. Submissions must use the provided template and style guide provided in Annex 1.



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



Office of the Regional Director

June 29, 2021

REGIONAL MEMORANDUM
No. 307, s. 2021

SUBMISSION AND REVIEW OF ARTICLES FOR K.I.T.E JOURNAL

To: Schools Division Superintendents
All Others Concerned

1. The Office of the Undersecretary for Curriculum and Instruction encourages submission of academic articles for the K to 12 Issues and Trends Explored (K.I.T.E.) journal, an e-publication for Curriculum and Instruction (CI) Strand.
2. All teaching, nonteaching, and teaching-related personnel for the CI strand in the Regional Office (RO), Schools Division Offices (SDOs), and schools are invited to write and submit papers, articles, and/or researches for publication in the e-journal. Likewise, all SDOs are encouraged to share scholarly articles that describe the innovations in response to issues and trends on the K to 12 implementation.
3. Only articles covering initiatives not older than three years will be accepted.
4. The guidelines on manuscript formatting, submission, peer review, and publication of the articles are found in the attachment.
5. For dissemination.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: as stated

CLMD/radj



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://dcped10.com>



Peer Review and Publication

The Peer Review Process Flow

A double-blind peer review shall be done to select articles for the e-publication. In this type of peer review neither the author nor the reviewer is aware of the other's identity.

1. Editorial Office Assessment

The Technical Working Group (TWG) checks the submitted paper's composition and arrangement against the journal's Guidelines on Manuscript Formatting and Submission of Articles to make sure it includes the required sections and stylizations. The content quality of the paper is not assessed at this point.

2. Appraisal by the Editor-in-Chief (EIC)

The EIC checks that the paper is appropriate for the journal and is sufficiently original and interesting. If not, the paper may be rejected without being reviewed any further.

3. EIC Assigns an Associate Editor (AE)

The EIC assigns an Associate Editor to handle the peer review.

4. Invitation to Reviewers

The handling editor sends invitations to individuals he or she believes would be appropriate reviewers. Potential reviewers are considered based on their expertise, non-conflict of interests and availability.

5. Review is Conducted

The reviewer subjects the paper to multiple reviews. The first review is used to form an initial impression of the work. If major problems are found at this stage, the reviewer may reject the paper. Otherwise, they will read the paper several more times, taking notes to build a detailed point-by-point review. The review is then submitted to the handling editor, with a recommendation to accept or reject it – or a request for revision (flagged as either major or minor) before it is reconsidered.

6. The Handling Editor Evaluates the Reviews

The handling editor considers all the returned reviews before making an overall decision. If the reviews differ widely, the editor may invite an additional reviewer to get an extra opinion before further endorsement.

7. The Decision is Communicated

The editor sends a decision email to the author including any relevant reviewer comments. Whether the comments shall remain anonymous.

8. Manuscript status after peer review

There are three feasible status of manuscripts after they were subjected to the peer-review process, namely:

Published papers

- Accepted papers will be sent for publication.

Revised papers

- Papers for revision will be sent back to the authors. The handling editor will include constructive comments from the reviewers to help the author improve the article
- At this point, reviewers are also sent an email or letter letting them know the general outcome of their combined reviews. If the paper was sent back for revision, the reviewers shall expect to receive a new version. However, where only minor changes were requested this follow-up review will be done by the handling editor.

Rejected papers

- If rejected, the paper will be returned to the author including reasons for non-acceptance.

Annex 3

The Executive Committee:

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Renato N. Felipe Jr.
Editorial Office Staff

Dominique T. Rivera
Editorial Office Staff

Celedonio Balderas Jr.
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Isabel A. Victorino
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Besy C. Agamata
Associate Editor
BLR

Abigail Alviz
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Dennis Mendoza
Social Content Editor

Enrico Totañes
Lay-out Artist

Christian B. Rivera
Lay-out Artist

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Director III

Lito A. Palomar
OIC-Director III

Raul C. Larosa
Director III

Guest Reviewer/s:

DepEd CO Specialists, Supervising Specialists, Chiefs, Directors, Assistant Secretaries, Undersecretaries

Reviewers from the field can be SDO or Regional Supervisors, Chiefs, Assistant Schools Division Superintendents, Schools Division Superintendents, Assistant Regional Directors, and Regional Directors

DepEd External Partners such as the ACT-RC, RCTQ, AusAID Philippines, USAID Philippines

University Professors and Academicians

- Other Scholars and Experts

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