



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

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**Office of the Schools  
Division Superintendent**

10 May 2023

DIVISION MEMORANDUM  
No. 210, s. 2023

**TIMELINE AND SUBMISSION OF RESEARCHES FOR THE  
2023 DIVISIONAL RESEARCH CONFERENCE**

To: **Asst. Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance & Operations Division**  
**All Section Heads**  
**Education Program Supervisors**  
**Division Research Coordinator**  
**All Public Elementary School Heads**  
**All Public Secondary School Heads**  
**All Others Concerned**  
This Division

1. The Department of Education-Division of El Salvador City, through the Schools Division Research Committee (SDRC), announces the timeline and submission of researches for the 2023 Divisional Research Conference.
2. For basic/action research, it is reiterated that a maximum of three (3) proponents for group research is allowed, unless C.I (*Continuous Improvement*) Project is applied. In submitting the paper, please specify the following (for group research):
  - a. 1 Lead Proponent/Team Leader
  - b. Maximum of two (2) members
3. Further, researchers shall have the following components:
  - a. Rationale
  - b. Research Questions
  - c. Related Literature





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- d. Research Methods
- e. Discussion of Results
- f. Conclusion and Recommendation
- g. Advocacy/Work Plan & Utilization
- h. References (APA, 7<sup>th</sup> Edition)

4. Please take note of the following timeline and dates for submission:

<b>Date</b>	<b>Activity</b>
June 2, 2023	Submission of completed paper to SDO with attachments and School Head's endorsement (only 1 per category/theme)
June 5-7	<b>Level 1 Validation by EPS/TAP and other Focal Persons</b>  Theme 1: ALL EPS/TAP (assigned learning area) Chaired by Chief Ninian A. Alcasid, PhD  Theme 2: Child Protection Chaired by: Analyn G. Fabria, PhD EPS, SGOD  Theme 3: Human Resource Development Section (HRDs) Chaired by: Karen Rose A. Serrania Division Research Coordinator  Theme 4: Governance Chaired by Chief Rolly B. Labis, EdD
June 14-15	Approval of shortlisted papers for presentation by the SDRC Chaired by: ASDS Conniebel C. Nistal, PhD
June 16	Submission of Manuscript to the panelists for initial review
June 29	2023 Divisional Research Conference (venue will be announced in a separate memorandum)





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5. Expenses relative to the conduct of this activity shall be charged against the Special Education Fund (SEF)- Research and Development and the HRTD-GAA.
6. Further, this research activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. For dissemination, guidance and strict compliance.

  
**RANDOLPH B. TORTOLA** *NT*  
Schools Division Superintendent *71*

To be indicated in the Perpetual Index  
under the following subjects:

SGOD/KRAS/hrd	RESEARCH
	2023 Research Conference
	Timeline and Submission

