

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

**Office of the Schools
Division Superintendent**

31 July 2024

DIVISION MEMORANDUM
No. 291, s. 2024

**TIMELINE AND SUBMISSION OF RESEARCHES FOR THE
2024 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 research for the 2024 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, 7th Edition)

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

Date	Activity
September 4	Submission of completed paper to SDO with attachments and School Head's endorsement (only 1 per category/theme)
September 5-11	Level 1 Validation by EPS/TAP and other Focal Persons Theme 1: ALL EPS/TAP (assigned learning area including cross-cut themes) 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 SEPS-HRD Theme 4: Governance Chaired by Chief Rolly B. Labis, EdD
September 12-13	Approval of shortlisted papers for presentation by the SDRC Chaired by: ASDS Conniebel C. Nistal, PhD
September 16	Submission of Manuscript to the panelists for initial review
September 27	2024 Divisional Research Conference <i>(venue will be announced in a separate memorandum)</i>

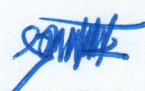

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5. Additionally, research studies with the following focused problem may be submitted for evaluation:
- I. Theme I- Teaching and Learning**
 - a. Learning Area (English, Mathematics, Filipino, TLE, ESP, AP, MAPEH)
 - b. Senior High School (Core, Applied, Specialized)
 - c. Cross-Cut Themes (ALS, IPED, SNED)
 - d. Reading
 - e. Assessment
 - f. Catch-Up Fridays
 - II. Theme II-Child Protection**
 - III. Theme III- Human Resource Development**
 - IV. Theme IV- Governance**
6. Expenses relative to the conduct of this activity shall be charged against the Special Education Fund (SEF)- Research and Development.
7. 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.
8. For dissemination, guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent, 

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

SGOD/KRAS/hrd

RESEARCH

2024 Research Conference

Timeline and Submission

