



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas
RECORDS SECTION

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Doc. No.: R2-128621
By: SEP 08 2023 Time: 9:41

September 5, 2023

DIVISION MEMORANDUM

No. 336, s. 2023

**2023 DIVISION CONFERENCE OF BASIC EDUCATION RESEARCHES
RESEARCH CARAVAN**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In relation to NEAP Recognized Professional Development for School Heads with Certificate of Recognition No SDO-007-PDC2022-0044 designed to capacitate school heads' practices in appraising school-based research papers, giving technical assistance for the continuous development of school/ district policies and standard.
2. The 2023 Division Conference for Basic Education Researches Research Caravan will be organized and cascaded by all sub-offices of the division, the event will be conducted face-to-face on any of the following dates from November 8, 9, or 10, 2023, thru the headship of Public-School District Supervisor supported by school heads/research coordinators in the elementary, junior, and senior high schools.
3. This activity is an avenue for school leaders to gather essential research papers conducted by their school personnel while practicing their knowledge and skills learned in research paper appraisal using the RITA algorithm.
4. The sub-office may organize the presentation in any of the following categories, such as research bulletin, infographic videos, oral and poster presentation. Attached are annexes containing sample guidelines for conducting the research types of research presentation and the roles and responsibilities of organized committees for your reference.
5. The research appraisal team and panel reactors in every organized presentation shall be composed of school heads and or district research coordinators. Other experts may also be invited as additional panel members.

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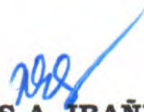



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6. All schools in their respective sub-offices are expected to submit and present at least one completed basic and/or action research.
7. All papers presented and approved for publication by the organized sub-office research committees will be published in the 2023 BRAVE book of abstract Volume 5 edition with ISSN publication No. 2651-6667. The link for the submission of the abstract will be posted in a separate memorandum, more so, the list of SDO monitors.
8. Expenses relative to the conduct of this activity may be charged to the 2023 SEF funds or school MOOE subject to usual government accounting rules and regulation
9. For inquiries, please contact Rodrigo S. Castillo of the Planning and Research Unit via email at rodrigo.castillo@deped.gov.ph or call at (02) 722-1437.
10. Immediate and wide dissemination of this memorandum is earnestly desired.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent 

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Enclosure 1- Guidelines of presentation

1. RESEARCH BULLETIN PARTS, GUIDELINES

Research Bulletin refers to a two-page (2) technical narrative that summarizes the results of a research study in a manner accessible to the public audience. It is a shortened version of a research study, similar to an extended abstract, which captures the most essential elements of the study.

The following are the essential parts of a Research Bulletin:

Research Description: It is composed of 2-3 sentences describing the central topic of the research study (What is the research all about?).

Introduction: It is composed of 1-2 paragraphs presenting the following components:

- Context of the study
- Central problem of the study
- Core objective of the study
- Type of research design
- Methodology
- Respondents
- Research locale
- Ethical consideration

Results and Discussion: It presents the essential findings, results and discussion for each specific research question or objective. The number of paragraphs may vary. Use graphic organizers such as, but not limited to tables, graphs, matrixes, etc. to support the findings.

Conclusion and Recommendation: It is composed of 1-2 paragraphs which present a brief synthesis of the findings for the conclusion part, and specify corresponding recommendations.

References: Since the space allotted is limited, select the most notable references being used in the study. Use Chicago Manual of Style:

Dela Cruz, J. 2021. Title is Italic. Batangas: ABC Publishing Co.

Technical Specifications:

- Paper size : A4
- Font : Bookman Old Style: (title: 14; text: 11; Ref: 7)
- Margin : Normal
- Spacing : Single space (no spacing)
- Orientation : Portrait
- Column : Single: title, authors' details, research description
- Double : text body

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Enclosure 2

2. GUIDELINES FOR RESEARCH INFOGRAPHIC VIDEO PRESENTATION

An Infographic video is an audio-visual presentation of data and information in the form of an online video. It is characterized by visual and graphical presentation of data with audio narration or simulation. Infographic video is both entertaining and informative in its content.

Elements of a research infographic video presentation:

- Length : 2-3 minutes
- Content : Dashboard: containing the title & central topic of the research

Visual / Graphic / Animated presentation of:

- Contexts & Problem of the study
- Objectives / Rationale of the study
- Methodology
- Results & Discussion
- Conclusion & Recommendation

Audio : Background music / transitional audio

Narrator : can be either visually present in the video, or audio narrator

Tips for developing research infographic video presentation

1. Consider the audience in relation to the content to be presented.
2. Establish the goal of your content by selecting appropriate graphic designs.
3. Presents the topic/subtopics of the content in a visually creative manner.
4. Choose the graphics appropriate to your content.
5. Customize the logical flow of the presentations according to the content.
6. Minimize text, and use direct/sufficient text to convey information.
7. Choose an appropriate template suited to your content. DepEd Matatag template is suggested
8. Remember infographic video is always informative and communicative with entertaining elements.

For a sample of the infographic video and additional information:
<https://tinyurl.com/AnoGaAngLatest>.

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Annex 3

GUIDELINES FOR THE INTERACTIVE POSTER RESEARCH

The interactive poster presentation coined as “the poster says it all” is a redefined platform for presenting poster research. In this platform, the researcher will prepare a poster presenting the gist of the research along with the basic research parts. The tip in preparing your interactive poster research is to paraphrase your research manuscript to present the highlights of the required parts, refrain from copying verbatim the texts from your manuscript, and paste them to your poster.

Let your poster speak since you will display the poster to the panelists. The poster research evaluators will view and evaluate the poster research asynchronously along with the manuscript, so let your poster interact with the readers.

As to when and where to view the poster research, the sub-office will designate a specific place where the poster will be displayed. The research coordinators will be informed about the details of the viewing.

The interactive poster research includes the following parts: (the researcher may explore creative designs/poster layout):

- Title
- Researcher/s information (name, school, district)
- Research Background (present concisely the theoretical underpinning of your study, the research parameters, and state why this research is unique and the reason for conducting the study)
- Research Questions/ Objectives - state concisely the research question/objectives
- Methods (present concisely the design, sampling technique, tools, and process used)
- Results (may present the tables/graphs, also present the **KEY RESULTS** which includes the data gathered and the interpretation to see the connection with your objectives and other research parts)
- Implication (This is not the implication of the research output only but the entire research itself. Present in 2-3 sentences why this research bridges a pedagogical gap as if you are persuading a panel member on the importance of your research)

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Annex 4

GUIDELINES FOR ORAL RESEARCH

The oral presentation will be conducted in face-to-face interaction with the panel reactors, each presenter will be given 8-10 minutes to present his/her study to be followed by a 5-minute round table discussion with the panel reactors. As to the format of the slide decks, the research presenters shall include:

- a. Research Title with the research proponent/s
- b. Research Background (Introduction/Context and Rationale)
- c. Research Questions
- d. Methods (design, sampling, tools, processes, and statistical treatments used)
- e. Results

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Annex 5

ROLES AND RESPONSIBILITIES

Lead Panel of Reactors

Lead in conducting the flow of the presentation

- Provide clear direction to improve the papers through constructive comments, and suggestions.
- Leads in the conduct of opening and closing program

Co-lead Panel of Reactors and members (if applicable)

- Assist the lead panel in the conduct of the virtual conference
- Assist the lead reactor in providing clear direction to improve papers through constructive comments, suggestions

Session facilitator/Room Facilitators

- Facilitate preliminaries, a simple opening program checking the attendance of the participants before the start of the session, introduce the members of panel reactors committees and presenters
- Facilitate the conduct of the virtual conference
- Remind the panel reactors of the time allotment for each presenter
- Set time and control the management of allotted time for presenters and reactors
- Assist in the conduct of the closing program

Documenter

- Record/write down comments and suggestions given the reactors to the research presenter using the template provided by the organizer
- Submit the results to the assigned personnel
- Assist the program facilitator in the conduct of the preliminary activities

Technical Working group

- Set up the projector, sound system, and other essentials during the conference
- Assist the facilitators with the technical needs of the venue
- Coordinate with the head of the HRTD for the Certificates

