Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM
No. 363 s. 2022

4 JULY 2022

CALL FOR THE CONDUCT AND WRITING OF BASIC OR ACTION/CI-BASED RESEARCH STUDIES CUM TIMELINES ON THE SUBMISSION OF GENERAL PAYROLLS BY SCHOOL AND RESEARCH SUMMARIES (IN PRINTED AND ELECTRONIC COPIES OF COMPLETED VERSIONS)

To: **Education Program Supervisors**
PS District Supervisors/District In-Charge
Heads, Sections and Units
Teaching, Teaching-Related and Non-Teaching Personnel
All Others Concerned
This Division

1. To address the gaps, challenges and gather relevant information necessary to maximize efficiency in the delivery of quality basic education and governance at all levels, the SDO Misamis Oriental calls for the conduct and writing of basic or action research/CI-Based studies to all DepEd Misamis Oriental personnel in order to address and provide recommendations and solutions to challenges encountered in the classrooms, schools, districts, divisions, units, and sections. As such, appropriate timeline will be observed to facilitate the submissions of the said undertaking.

2. The foregoing activity shall abide with the guidelines stipulated in DepEd Order 16, s. 2017, re: Research Management Guidelines and other appropriate guidelines.

3. Hereunder is the list of the suggested timeline to facilitate a timely and orderly conduct of this activity, to wit:

Date/s to submit the General Payrolls and Research Summaries	**Personnel from the following Districts and Offices (Junior and Senior High School)**
July 11, 2021	Lugait, Manticao, Binuangan and Sugbongcogon
July 12, 2022	Naawan, Initao North and South, Kinoguitan and Balingoan
July 13, 2022	Gitagum, Libertad, Laguindingan and Talisayan
July 14, 2022	Alubijid East and West, Opol East and West, Magsaysay I and II
July 15, 2022	MOGCHS, Tagoloan and Division Office Personnel
July 20, 2022	Villanueva North and South, Claveria Central, Northeast and West
July 21, 2022	Jasaan North and South, Balingasag Central, North, and South
July 22, 2022	Lagonglong, Salay, Medina North and South

Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

4. Public Schools District Supervisors/District 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 on the date/s of submission set by their respective districts and offices as specified in the above timeline.

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

6. Please note that this research strictly adheres to DepEd Order No. 16, s. 2017 re: Research Management Guidelines and other appropriate Guidelines. A maximum of three (3) proponents or researchers in research can be allowed only. Further, regular and permanent employees only are eligible to engage in this conduct and writing in this research undertaking.

7. Printed and electronic copies on the full manuscript of the research shall be deposited at the Office of the School Head for reference.

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

a. Prepare the documents in two (2) sets. One set is for the Provincial Accounting Office and the other one (1) is for the Commission on Audit (COA-Province). Every folder shall contain the Journal Entry Voucher (JEV) in four copies, Obligations Request (ObR) in four (4) copies and the General Payroll in three (3) copies.

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 of the school (in alphabetical order regardless of the position). Tabbing should be observed strictly to facilitate a fast checking and evaluation against the General Payroll. **Relevant attachments are appended for you reference.**

c. Administrative Assistant II, Administrative Assistant III and Administrative Officers II and III of the districts are directed to countercheck the General Payrolls and the supporting documents (e.g. Research Summaries of the School Heads and the personnel) 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. Initial appearing in the document denotes that checking has been done.

d. The School Head must affix his/her signature over a printed name in the box labelled "Prepared by" in the Journal Entry Voucher.

e. Teaching, teaching-related and non-teaching personnel hired from January 1, 2022, up to the present are required to submit a photocopy of the appointments signed by the Schools Division Superintendent. These photocopies documents should be attached to the General Payroll for reference.

f. A Microsoft Excel program designed for the preparation of the General Payroll and other related attachments for the schools is provided. This is available at the link provided https://bit.ly/formsteachingaide2022. For more particulars, please call Marife Bahian through her mobile number 09352878053.

9. Immediate and wide dissemination of this Memorandum is hereby directed.

JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

Encls.: As stated
To be indicated in the Perpetual Index
under the following subjects:
Research
JSD/sgod/mma-Planning&Research-Lachica

Attachment No. 1

Republic of the Philippines
Department of Education
Region 10-Northern Mindanao

DIVISION OF MISAMIS ORIENTAL

District of: _____

_____
Name of School

_____
Address of the 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

NOTE: This Research Summary shall be prepared in two (2) sets. Use Times New Roman as the font style and front 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.

Attachment No. 2

TITLE OF THE BASIC OR ACTION RESEARCH
(Note: This research summary should be placed in **one (1) page only**)

Part I. Situation

This part enshrined the general situation's/circumstance's significance that make the researcher develop his/her research. This part specifically articulates why this study is important. Data and other pertinent information relative to this study could be discussed in this part. The individuals/groups learners/teaching, teaching-related and non-teaching personnel who could benefit of this study should be indicated herein. The process/es on how this study could benefit the beneficiary/ies should form part in this portion.

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

For Action research (CI-based or DepEd Order no. 16, series 2017)

This part introduces and describes the intervention/strategy or approach to address the issue or problem. Further this part also discusses the methods and procedures on how the intervention, strategy or approach is to be administered.

For Basic Research

This part introduces the insights that could be gained out of this study.

Part III. Summary

This part contains the following:

Purpose
The Intervention
Findings and Insights
Research Limitations/implications (if applicable)
Reflection

Attachment No. 3

Republic of the Philippines
Department of Education
Region 10-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL

District of_____

_____
Name of School

_____
Address of School

Attachment No. 4

Name of the School

District of : _____

OFFICE OF THE SCHOOL HEAD

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the personnel in this school, whose names are found in the attached List of Teaching, Teaching-related and Non-Teaching Researchers (listing follows the order in the general payroll) including the undersigned had conducted, written and adhered to the policies and guidelines in the conduct and writing of basic or action research studies stipulated in DepEd Order No. 16, series 2017, re: Research Management Guidelines or at the Division Memorandum for CI-based research studies.

This is to certify further that the completed copies (in printed and electronic copies) of the research studies conducted had been thoroughly reviewed and checked by the members of the schools' research committee and were found to be in order. Final reports of research studies conducted including the undersigned' are kept and in the custody of the office of the School Head in this school.

Issued this (date when this certification is signed) day of July 2020 at name of school, address of the school.

NAME OF THE SCHOOL HEAD
Position of the School Head
(Signature over Printed name)

Attachment No. 5

LIST OF TEACHING AND NON-TEACHING PERSONNEL

District of: _____

_____
Name of School

_____
Address of School

No.	Name of Teaching, Teaching-related and Non-Teaching Researchers			Position Held
1.	Catid	Melende	B.	Secondary School Principal II
2.	Aba	Jose Jr.	M.	Teacher I
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.	Nothing follows			

Prepared by:

_____
School Head
(SIGNATURE OVER PRINTED NAME)