




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 339, s. 2022

TO: The Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
Education Program Specialist
Public School District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
This Division

FROM: 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent
Dapitan City

SUBJECT: **SUBMISSION OF RESEARCH PAPERS OF SCHOOL HEADS, MASTER TEACHERS, HEAD TEACHERS AND TEACHERS I-III**

DATE: August 24, 2022

The Governance of Basic Education Act of 2001 (RA 9155) mandates that the Department of Education enact policies and mechanisms through which the delivery of quality basic education may be continuously improved. Chapter 1, section 7 (5) includes among the responsibilities of DepEd across all governance levels the undertaking of "educational research studies" that will serve as one of the bases for necessary reforms and policy development.

In addition, Department of Education created and implemented research policies and guidelines entitled Adoption of the Basic Educational Research Agenda as enumerated in DepEd Order No. 39, s. 2016, DepEd Order No. 144, s. 2017, DepEd Order No. 16, s. 2017 as well as DepEd Order No. 97, s. 2018.

In this regard, this division is requiring **master teachers, head teachers, school heads and teachers** to submit research manuscript either action or basic research based on **September 6, 2022** for Regional Research Congress on **September 21-22, 2022**.

Attached herewith are the minimum parts of action and basic research paper. Immediate dissemination of this Memorandum is desired. For Further inquiries please contact Mr. Vicente Ramon V. Suarez II - [097-766-888-16](tel:097-766-888-16) (Globe).



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Department of Education
Division of Dapitan City

RELEASED

NO 339 DATE 08/25/22
TIME 5:00 BY Op



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MINIMUM PARTS OF BASIC RESEARCH

- A. Title
- B. Abstract
- C. Introduction
 - Significant of the Study/Rationale (With Scope and Delimitation)
 - Review of Related Literature
 - Research Problem/Questions
- D. Methodology
 - Participants/Data Source
 - Data Gathering Procedure and Instruments
 - Data Analysis
- E. Results and Discussions
- F. Conclusions and Recommendations
 - Summary of Findings
 - Implications and Recommendations
- G. References

MINIMUM PARTS OF ACTION RESEARCH

- A. Title
- B. Abstract
- C. Introduction
 - Significant of the Study/Rationale (With Scope and Delimitation)
 - Research Problem/Questions
- D. Methodology
 - Participants/Data Source
 - Data Gathering Procedure and Instruments
 - Data Analysis
- E. Results and Discussions
- F. Conclusions and Recommendations
 - Summary of Findings
 - Implications/Reflection and Recommendations
- G. References

STYLES AND FORMATTING

- A. Font Style: Times New Roman
- B. Font Size: 12
- C. Spacing: Single Space
- D. Paper Size: Short Bond Paper (8.5" x 11")
- E. Margin: Normal Margin (1 inch on all sides)

Refer to Mr. Vicente Ramon V. Suarez II, Education Program Specialist-Research Coordinator for technical assistance and signing of other necessary templates/attachments.



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