



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

November 11, 2024

DIVISION MEMORANDUM
No. 587, s. 2024

CONDUCT OF SCHOOLS DIVISION RESEARCH CONFERENCE

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
CID and SGOD Personnel
Public Schools District Supervisors/ In-Charge of the Districts
Schools Division Research Committee
Public Elementary and Secondary School Heads
All Others Concerned

1. Consistent with the Department's mandate to promote a culture of research, this Office adopted policies to improve research management, including the Research Management Guidelines (*DepEd Order No. 16, s. 2017*).

2. In support to the commitment of the Department of Education to deliver quality service through evidence-based practice as stated in DepEd Order (DO) No. 13, s. 2015, this Office will provide an avenue to use research studies to be used as sources of quality and reliable information for local policymaking, improvement of practice, and further research through the conduct of **Schools Division Research Conference titled, "BANHI 2024" on December 16, 2024 at Queen Maricel Inn, San Isidro Village, Virac, Catanduanes.**

2. Participants in this activity are as follows:

Executive Committee and Technical Working Committee	15
Invited Keynote Speaker/ Judge (non-DepEd personnel)	1
Judges (non-DepEd personnel)	2
Teacher-Participants (School Research Coordinators) - 1 per school	268
Research Presenters	10
Total	296

3. In addition to the conduct of the activity, please be guided with the following administrative arrangements:

- a. Teacher-participants will be asked to pay a registration fee amounting to **PhP 750.00** for the meals, snacks, venue rental, & supplies and materials, chargeable against school MOOE subject to the usual budgeting, accounting & auditing rules and regulations.
- b. Travel and other incidental expenses of the participants shall be charged from the school MOOE subject to the usual accounting and auditing rules and regulations.

4. Kindly refer to the attached information note (*Annex A*) for the conference details and other reminders.

5. For information, dissemination, and compliance of all concerned.

By Authority of the OIC – Schools Division Superintendent

EVA S. TOLENTINO
Administrative Officer
Officer-in-Charge





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Annex A: Information Note

BANHI 2024: SCHOOLS DIVISION RESEARCH CONFERENCE

Theme: A Paradigm Shift in Education: Fostering Innovation through Research
December 13, 2024

Event

The Department of Education (DepEd) is enhancing the culture of research in basic education by establishing Research Management Guidelines (RMG) stipulated in DepEd Order No. 16, s. 2017, to guide research initiatives at national, regional, schools division, and school levels. The policy improves support mechanisms for research and builds on evidence-based decision-making from education reforms and reinforces the link between research and education processes through research dissemination, utilization, and advocacy.

Dissemination and utilization of research results through a research conference is crucial in the achievement of learning outcomes and improve teaching-learning and governance processes in schools and SDO. It provides a platform for teachers, researchers, and school leaders to showcase their innovative research and initiatives in the field of education. By highlighting successful practices and evidence-based strategies, the conference will inspire a culture of continuous improvement and innovation in the SDO.

Thus, this Schools Division will organize a research conference to gather education researchers in the SDO to share their research findings, gather new inputs and research ideas, and discuss policy options based on research results.

Further, after the conduct of the research conference, a research bulletin will be published for wider dissemination, and as a potential archival mechanism for completed research.

The research conference and research journal will be titled "BANHI 2024". "Banhi" is Bikol term for seedling which symbolizes the potential for growth and development, as well as the need for nurturing and cultivation. Just as a seedling requires care and attention to flourish into a strong and healthy plant, research ideas and projects also require nurturing. Using a seedling as a metaphor in a research project starts small but with the right conditions and support, they can grow into impactful and meaningful contributions to the field.

This years' theme, "A Paradigm Shift in Education: Fostering Innovation through Research" highlights the importance of research in driving positive change in education. The theme also emphasizes the need for teachers to adopt innovative approaches that align with the evolving needs of 21st century learners.

Objectives

This research conference aims to:

- To provide a platform for teachers, researchers, and school leaders to share their research findings and to foster collaboration and networking among them.
- To promote a culture of research and evidence-based practices in education within the schools division.
- To inspire and encourage teachers and school leaders to engage in research activities that aim to improve teaching and learning outcomes and governance processes.



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DepEd Tayo - Region V - Catanduanes



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- d. To provide professional development opportunities among participants by exposing them to current trends, methodologies, and emerging issues in education research.
- e. To launch the official research conference and local research journal of the SDO.

Abstract Submission Guidelines

1. Abstracts within 200-250 words should be submitted using the google form link: <https://bit.ly/BANHI2024ABSTRACTSUBMISSION>. All interested SDO Catanduanes personnel may submit.
2. It must contain the following sections: Title of the Research, Name of the Authors (All Capital Letters for the name of the Presenter and Normal Case letters for the co-author/s), School/ Office, Email address, objectives of the study, methodology, significant findings, implication of the findings to education for sustainable development, intended communities and discipline, and keywords (3 to 7-alphabetically arranged separated by semi-colon).
3. It should be typed single-spaced, Arial with font size of 12 pts.
4. Ensure that all authors are included in the submission of abstract.
5. An acknowledgement receipt will be sent to the corresponding author.
6. You may submit a research paper based on the following themes to:
 - a. Teaching and Learning
 - b. Child Protection
 - c. Human Resource Development
 - d. Governance
 - e. Cross-cutting themes: DRRM, GAD, Inclusive Education
7. Two researchers will be chosen by the Schools Division Research Committee for each theme to present their research at the conference. The following criteria will be used:

Indicators	Description	Percentage
Academic Significance	Timeliness and relevance of the research paper to education	25%
Contribution to the Community	Impact of the findings for community development	25%
Quality of Information	Well-written abstract with substantial data and information that contribute to the existing body of knowledge	25%
Technical Novelty	Introduction of new idea, perspective or innovative solutions	20%
Language Usage	Proper use of language/words in particular contexts; Correctness of grammar and structure.	5%
Total		100%

8. An email will also be sent upon acceptance or non-acceptance of the paper for presentation.

Important Dates

Activity	Date
Abstract Submission Deadline	November 27, 2024
Committee Evaluation of the Abstracts Submitted	November 28 - 29, 2023
Notification of Acceptance to Present in the Conference	December 2, 2024
Full Paper Submission Deadline	December 6, 2024
Visual Presentation Submission Deadline	December 10, 2024
Research Presentation	December 16, 2024

Full Paper Submission and Best Conference Paper Guidelines

1. Papers submitted on or before the deadline will be considered for the selection of Best Conference Papers.
2. Use the Paper ID Number as filename (ex. *BANHI-2024-01-Fullpaper.docx*).



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- The final paper should have the following content and sections: Title of the Paper, Name of the Authors, School/ Office, Email address, keywords (at least 3), Introduction, Materials and Method, Results and Discussion, Conclusion and Recommendation, Acknowledgement (if any) and References (APA Style).
- Final Papers should be submitted electronically in MS Word (8.5"x11" paper) to the Committee via this submission link:
<https://bit.ly/BANHI2024FULLPAPER>.
- An acknowledgement email will be sent to the presenting author upon receipt of the final paper.
- All submitted full papers will be evaluated by invited judges for the selection of Top 3 best research conference papers based on the following criteria:

Indicators	Description	Percentage
Academic Significance	Timeliness and relevance of the research paper to education	25%
Contribution to the Community	Impact of the findings for community development	25%
Quality of Information	Well-written manuscript with substantial data and information that contribute to the existing body of knowledge	25%
Technical Novelty	Introduction of new idea, perspective or innovative solutions	20%
Language Usage	Proper use of language/ words in particular contexts; Correctness of grammar and structure.	5%
Total		100%

Submission of Visual Presentation and Guidelines for Oral Presentation

- The is prescribed template for the visual presentation is the MATATAG Powerpoint downloadable in this link:
<https://bit.ly/SDOCATRESEARCHLIBRARY>.
- The Visual material should not be more than 15 slides, and include the title of study, name of author/s, school/ office and email. Succeeding slides will be composed of Introduction, Objectives of the Study, comprehensive methodology, major findings (*in tables, graphs, images and/or texts in bullets*), conclusion, recommendation, and acknowledgements.
- Each presenter is given 10 minutes for an oral presentation. There will be 15 minutes of academic exchange after the presentation.
- The visual material shall be submitted in the link:
<https://bit.ly/BANHI2024PPTSubmission> on or before December 10, 2024.
- Certificate of Research Presentation will be awarded during the closing program.
- This is the set of criteria for the Selection of Best Research Presenter:

Indicators	Description	Percentage
Mastery of the topic and Organization of Ideas	Commendable demonstration of extensive knowledge on the topic	25%
Language Use, Delivery and Confidence	Effective communication of ideas and insights	25%
Content of Visual Presentation	Proper use of graphs, charts, and images	25%
Question and Answer	Correctness and Manner of Answering Questions	25%
Total		100%

- Only 1 Best Research Presenter will be awarded.

Pre-registration

For confirmation of participants, participants are requested to accomplish the online registration form through **<https://bit.ly/BANHIPreRegistration>** on or before December 6, 2024.



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Onsite Registration

Registration shall begin at 7:30 AM on December 16, 2024, and participants shall proceed to the registration table in the conference hall to pay for the registration fee and register their attendance to the activity. This in-person registration will serve as the official attendance record for the entire activity.

Attire

The prescribed attire for the entire event is business casual. Below are samples of conference attire:

Business casual (for women)



Business casual (for men)





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Program of Activities

Time	Activities/ Topics Covered	Responsible Person
8:00	Arrival and Registration	Support Staff
8:00	Preliminaries	
8:15		
	<ul style="list-style-type: none"> • Prayer • Philippine National Anthem • SDO - Catanduanes Hymn • Policy Quality Statement 	
8:15 8:35	Opening Remarks and Statement of Purpose	Dr. Mary Jean S. Romero CES - SGOD SDRC Chairperson
8:35 9:05	Message	Dr. Cecile C. Ferro OIC - SDS
9:05 9:20	Introduction of the Invited Keynote Speaker	Aroline T. Borja EPS - SGOD
9:20 10:20	Keynote Speech	Invited Keynote Speaker
10:20 10:35	Launching of BANHI	Dr. Floren P. Clavo SEPS - PRU SDRC Member
10:35 10:45	Presentation of Criteria for the Selection of Top 3 Research Conference Paper and Best Research Presenter	Mr. Rey C. Bonayon Planning Officer III SDRC Member Alternate
10:45 11:00	Introduction of the Judges	Dr. Gina L. Custodio EPS - CID
11:00 12:00	Research Presentation: Teaching and Learning	Researchers
12:00 1:00	LUNCH	
1:00 2:00	Research Presentation: Human Resource Development	Researchers
2:00 3:00	Research Presentation: Governance	Researchers
3:00 4:00	Cross-Cutting Themes: DRRM, GAD, Inclusive Education	Researchers
4:00 4:15	Awarding of Top 3 Research Conference Paper and Best Research Presenter	SDRC, Judges, and Researchers
4:15 4:30	Awarding of Certificates of Participation and Appreciation	SDRC, Participants
4:30 5:00	Closing Remarks	Mr. Romel G. Petajen CES - CID SDRC Co-Chairperson



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Executive Committee

- Cecile C. Ferro, CESO VI – ASDS/ OIC- Office of the SDS
- Mary Jean S. Romero – CES-SGOD/ SDRC Chairperson
- Romel G. Petajen – CES – CID/ SDRC Co-Chairperson

Technical Working Committee

Role	Term of Reference	Office/Unit
Program Manager Floren Clavo	<ul style="list-style-type: none"> • Oversees the implementation of the entire program • Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards • Orients the PMT on their terms of reference and the details of the program design • Leads in conducting debriefing with the PMT 	SGOD – PRS
Assistant Program Manager Rey C. Bonayon	<ul style="list-style-type: none"> • Assist the Program Manager 	SGOD – PRS
M & E Coordinator Elizabeth S. Urbano	<ul style="list-style-type: none"> • Prepares and implements the Monitoring and Evaluation Plan with the PMT • Assists the Program manager in accomplishing the Program Delivery Readiness Checklist • Administers and analyzes the results of Level I evaluation • Prepared Post-Program Delivery M & E Report and submits to PM for inclusion in the Program Completion Report 	SGOD – HRDS
Documenter Imaculate Latore Carol P. Gil Dessa Nhie M. Matienzo Jekyll Kerr Bonavente	<ul style="list-style-type: none"> • Documents the proceedings of the conference using the prescribed documentation template • Takes photos of the different parts of the program delivery 	SGOD – SocMobNet SGOD – HRDS SGOD – PRS Tucao-Maysuram IS
Secretariat Dessa Nhie M. Matienzo Jekyll Kerr Bonavente Liza R. Bernardo	<ul style="list-style-type: none"> • Attends to registration needs of learners • Ensures that learners fill up attendance sheets • Prepares directory of participants based on registration forms • Collect registration fee from the participants 	SGOD – PRS Tucao-Maysuram IS Budget Office
Welfare Officer Jennifer Casallo Ma. Theresa Abundo	<ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, security, health, and wellness of learners PMT's always in the venue • Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT (including incidents of social exclusion, sexual harassment) 	SGOD – SHN
Logistics Officer Floren P. Clavo Rey C. Bonayon Angelo James O. Aguinalde Jekyll Kerr Bonavente	<ul style="list-style-type: none"> • Leads ocular inspection of venues to ensure adherence to standards and specifications 	SGOD-PRS SGOD-PRS Accounting Tucao-Maysuram IS