



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City

Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



DIVISION MEMORANDUM

No. 21, s. 2016

**COMPLETE ACTION RESEARCH MANUSCRIPTS:
DEADLINE OF SUBMISSION & OTHER INSTRUCTIONS**

**To : All Public Elementary and Secondary School Heads
School Research Coordinators
Technical Working Committee
Researchers**

1. In view of the forthcoming Division 1st Baguio Division Research Conference (date to be announced), please be informed that the deadline for submission of all completed and duly approved action research manuscripts will be on March 31, 2016.
2. Said due date shall be strictly followed to give time for the layout of the Division Research Manual and other preliminary logistics of the conference.
3. As research presenters, enclosed are instructions for your early information and preparation. Any changes thereof shall be relayed properly.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.

FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent



(Enclosure to Division Memo. _____, s. 2016)

INSTRUCTIONS TO ACTION RESEARCHERS

1. The researchers/presenters shall submit their completed and duly approved action researches on or before March 31, 2016. Both hard and soft copies of the final paper shall be submitted to the Division Research Coordinator.
2. During the research conference, there will be poster and oral presentations.
3. **POSTER PRESENTATION** (for viewing only):
 - a. Shall be placed in a 4 x 3 feet tarpaulin which will include the following parts: (1) Title and researcher's name/school/school address/school year, (2) Abstract, (3) Introduction with statement of the problem, (4) Research Design, (5) Results or Findings, (6) Conclusion, and (7) Recommendations.
 - b. On the day of the conference, the poster shall be mounted on a board stand or a tripod by the researcher.

Samples:



4. **ORAL PRESENTATION** :
 - a. Mastery of every research conducted is expected to all researchers. Thus, each oral presenter shall only be given 20 minutes and an additional 10 minutes for question and answer purposes. Presentations will be simultaneously held in different venues.
 - b. Contents of the PowerPoint presentation are as follows: (1) Title and researcher's name/school/school address/school year, (2) Introduction with statement of the problem, (3) Research Design, (4) Recommendations.
 - c. All presenters are to be given certificates indicating the **LEVELS OF QUALITY OF THEIR ACTION RESEARCH PAPERS**.

IMPORTANT: THE PRESENTERS SHALL BE IN THEIR CORPORATE/ETHNIC ATTIRE.



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QUALITY OF ACTION RESEARCHES

LEVEL	SCORES	DESCRIPTIVE INTERPRETATION
1	96-100	<i>Outstanding quality</i>
2	91-95	<i>High quality</i>
3	86-90	<i>Good quality</i>
4	81-85	<i>Acceptable quality</i>
5	75-80	<i>Relatively acceptable quality</i>