



DEPED DIVISION OFFICE
BAGUIO CITY
JUN 28 2021

Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines
Office of the Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-OUCI-2021-228

TO : Bureau Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary

SUBJECT : Corrigendum to DM CI-2020-00238 entitled: Submission and Review of Articles for K.I.T.E. Journal

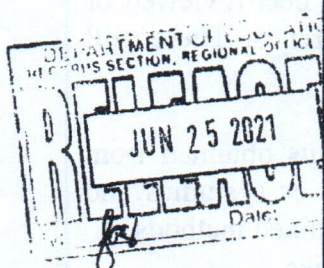
DATE : June 2, 2021

1. This office reiterates the call to submission of academic articles for the K.I.T.E (K to 12 Issues and Trends Explored) Journal, an e-publication for Curriculum and Instruction (CI) Strand. The field and various offices under the CI strand write and submit academic papers and articles including, but not limited to researches or studies comprising of a wealth of information for policy development, improvement in educational practices and proposals for educational innovations. The following corrigendum and addendum to DM CI-2020-00238 entitled: Submission and Review of Articles for K.I.T.E. Journal are therefore drafted.
2. The K.I.T.E. Journal is a quarterly publication which will feature peer-reviewed or refereed academic or scholarly articles on K to 12 issues and trends. These will include:
 - Original articles consisting of study reports that describe results obtained from primary sources. These could be classroom-based researches, case studies and full-blown research which could be quantitative, qualitative, or mixed methods.
 - Review articles or critical evaluations of studies or academic books
 - Theoretical articles or reports on new theories based on existing research
 - Papers presented in academic conferences
 - Studies or papers presented to experts and education stakeholders for policy recommendations
 - Technical Reports

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Republic of the Philippines
Department of Education
CORREJERA ADMINISTRATIVA REGION
WANGAL LA TRINIDAD BENGUET

June 25, 2021

To: All Schools Division Superintendents
All Division
All Other Concerned

For information and dissemination.

ESTELA L. CARIÑO EdD, CESO III
Director IV/ Regional Director

By Authority of the Regional Director:

FLORANTE E. VERGARA
OIC-Assistant Regional Director

#CLMD/CFM



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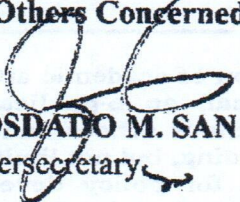
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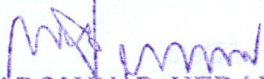
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1. This office reiterates the call to submission of academic articles for the K.I.T.E (K to 12 Issues and Trends Explored) Journal, an e-publication for Curriculum and Instruction (CI) Strand. The field and various offices under the CI strand write and submit academic papers and articles including, but not limited to researches or studies comprising of a wealth of information for policy development, improvement in educational practices and proposals for educational innovations. The following corrigendum and addendum to DM CI-2020-00238 entitled: Submission and Review of Articles for K.I.T.E. Journal are therefore drafted.
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 - Review articles or critical evaluations of studies or academic books
 - Theoretical articles or reports on new theories based on existing research
 - Papers presented in academic conferences
 - Studies or papers presented to experts and education stakeholders for policy recommendations
 - Technical Reports

3. Prior to submission, authors should determine whether their manuscripts correspond to the journal's statement of purpose—to publish papers that contribute to understanding issues, problems, research, and practice surrounding all aspects of the K to 12 basic education teaching, learning, administration and implementation. Authors can elicit practical applications, such as for classroom instruction, facilitating students' academic skills, enhancing learning, conducting teacher evaluation and upskilling based on their submitted research.
4. Manuscripts that report mainly the results of an empirical study or do not fall within the general aims and scope of the journal will be returned to the authors.
5. The manuscripts shall follow the following format:
 - Title
 - Abstract
 - Keywords
 - Introduction/Purpose
 - Methodology
 - Research Design
 - Selection Criteria and Sources of Data
 - Data Analysis
 - Findings
 - Discussions/Conclusions
 - Implications from the study
 - Recommendations
 - Acknowledgements
 - References
 - Supplementary Data
6. Articles shall not exceed 1500 words excluding the abstract. The abstract shall not exceed 150 words, title shall be limited to 10 words, and must be accompanied by at least one to a maximum of three high-resolution photos. Accepted files for photos are PNG and JPEG while the manuscript should be in word format and in font size 12. Photos must be sent as attachments.
7. Only articles covering initiatives not older than 3 years will be accepted.
8. The submission of a manuscript implies that the work has not been published previously, that it is not under consideration for publication elsewhere, and that its publication has been approved by all co-authors, if any.
9. The Department of Education or specifically the Office of the Undersecretary for Curriculum will not be held legally responsible should there be any claims for compensation.
10. All articles shall be submitted to **ouci@deped.gov.ph** cc: **celedonio.balderasjr@deped.gov.ph** and **bea.od@deped.gov.ph** under the *email subject: K.I.T.E. JOURNAL.*

11. The guidelines and mechanics on manuscript formatting, submission, peer review and publication of the articles are detailed in Annexes 1 and 2.
12. The maiden issue shall include articles from the Bureaus under the CI strand plus one selected article from the field which highlights initiative/s and innovations under DepEd Order No. 12, s. 2020 titled "Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency."
13. Articles submitted prior to this issuance shall be included in the second issue of the e-publication if considered for peer review.
14. Authors/ writers shall be given certificates of recognition.
15. Strict compliance of this memorandum is desired.

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION



MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Annex 1

Guidelines on Manuscript Formatting and Submission of Articles

Manuscript Formatting

1. Manuscripts must adhere to the conventions of style and format described in the *Publication Manual of the American Psychological Association* (7th ed., 2021).
2. Papers should be 1,500 words long and should be formatted in Times New Roman, 12-point font, double-spaced, left-justified, with one-inch margins in a Microsoft Word document.
3. Authors must submit a brief abstract that does not exceed 150 words as well as a list of 4 to 5 keywords which can be used for indexing purposes, a biographical note for each author, and any acknowledgments to be featured at the end of the paper.
4. Tables and figures should not be embedded in the text, but should be included as separate sheets. A short descriptive title should appear above each table and labeled with consecutive Arabic numerals. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet.
5. Illustrations (line drawings, halftones, photos, etc.) should be clean originals or digital files. Photos must not be embedded in the Microsoft Word document. Digital files are recommended for highest quality reproduction. These should be submitted as separate files. The minimum requirement for digital pictures for print publication is 6 inches wide and saved at a resolution of 300 dpi in EPS or TIFF format. For the e-publication, pixel size should be about 400-600 wide for large image and 100-200 for thumbnail image, the resolution is 72 dpi. The preferred file format is JPEG with file size of approximately 20-200K.
6. Authors having difficulty with these settings are required to submit the original files for further adjustments. Provide each photo with appropriate names and numbers and indicate where it should appear within the text.
7. References should include digital object identifiers (DOI) where appropriate.

Permissions and Copyright

1. Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their manuscripts.
2. Any material received without such evidence will be assumed to originate from the authors.

Lito A. Palomar
OIC-Director III

Raul C. Larosa
Director III

Guest Reviewer/s:

DepEd CO Specialists, Supervising Specialists, Chiefs, Directors, Assistant Secretaries, Undersecretaries

Reviewers from the field can be SDO or Regional Supervisors, Chiefs, Assistant Schools Division Superintendents, Schools Division Superintendents, Assistant Regional Directors, and Regional Directors

DepEd External Partners such as the ACT-RC, RCTQ, AusAID Philippines, USAID Philippines

University Professors and Academicians

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OIC-Director IV, BLR

Marilette R. Almayda
Director III, ALS Program Task Force

Runvi V. Manguerra
Executive Director II, TECS

Annex 2: Activity Matrix for the K.I.T.E. e-publication for your perusal.

Activities	Date	Persons Involved
Submission of Documents	September 3 – 8, 2020	All DepEd personnel identified in this memorandum
Peer Review	September 9, 10,11, 14, and 15, 2020	<ul style="list-style-type: none"> • 1 representative from each CI bureau • CLMD Chiefs • 1 CID Chief per region • 1 representative from CLMD or PPRD
Finalization and Lay-outing of Documents	September 16-18, 2020	K.I.T.E TWG / Editorial Board

DM-CI-2020-00238