



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

June 27, 2023

**REGIONAL MEMORANDUM**

No. **680**, s. 2023

**CALL FOR SUBMISSION OF RESEARCH SUMMARIES AND INNOVATION  
 PROJECTS FOR THE 2023 EASTERN VISAYAS BASIC EDUCATION  
 RESEARCH CONFERENCE AND INNOVATION SUMMIT**

To: Schools Division Superintendents  
 Regional Office Division Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD), announces the call for submission of research summaries and completed innovation projects for the 2023 Eastern Visayas Basic Education Research Conference (EVBERC) and Eastern Visayas Innovation Summit (EVIS) on September 22, 2023 in Tacloban City with the theme, "*Research beyond the pandemic: From learning recovery to education transformation.*"
2. With reference to the Research Management Guidelines (RMG) of the Department, the 2023 EVBERC and EVIS are support mechanisms to promote and strengthen the culture of research and innovation in basic education.
3. The guidelines for the submission of manuscripts and format for the research and innovation project summaries are enclosed herewith for reference. Qualified entries shall be notified through a separate memorandum.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

Enclosures: Enclosure 1 (Guidelines on the Submission of Research Summaries)  
 Enclosure 2 (Guidelines on the Submission of Innovation Project Brief)  
 References: DepEd Order 16, s. 2027 (Research Management Guidelines)  
 2023 Work and Financial Plan of PPRD

To be indicated in the Perpetual Index under the following subjects:

BASIC EDUCATION  
 INNOVATION

CONFERENCE  
 RESEARCH DISSEMINATION

PPRD-TCPJ



Enclosure 1 to Regional Memorandum No. \_\_\_\_\_, s. 2023

**Guidelines on the Submission of Research Summary for the Eastern Visayas Basic Education Research Conference**

1. The 2023 EVBERC shall focus on showcasing the studies conducted at the school, district, division, or regional level that identify and address problems related to teaching and learning, child protection, human resource, governance of basic education, disaster risk reduction and management, inclusive education, and gender and development.
2. Completed Action Research and Basic Research in education within the scope of the Basic Education Research Agenda (BERA) thematic areas shall be regarded as entries. Submission of Thesis and Dissertations are also encouraged for the purpose of disseminating results. However, research that was previously presented in DepEd conferences shall no longer be considered.
3. The research summary shall not exceed 25 pages; 1.5 spacing; in an A4-sized paper; using Times New Roman; and a font size of 11, observing the attached template.
4. Authors shall submit the soft copy of the research summary observing the prescribed format by uploading it through <https://bit.ly/submitEVBERC23> under the corresponding folders not later than **August 4, 2023**.
5. The rubrics to be used in rating the research summary are presented as follows:

Criteria	Indicators
Clear Focus (20%)	<ul style="list-style-type: none"> <li>○ The research topic is clear and relevant to the theme.</li> <li>○ The body of the paper and its conclusion are clearly related to the topic.</li> <li>○ The methods and design are clear.</li> </ul>
Research (25%)	<ul style="list-style-type: none"> <li>○ The research design used is appropriate based on the research problem.</li> <li>○ The research question is addressed.</li> <li>○ Extensive data analysis is evident.</li> <li>○ The sources are reliable.</li> <li>○ When appropriate, the paper uses different types of resources such as books, journals, newspapers, interviews, and/or the Internet.</li> </ul>
Reasoning and Organization (25%)	<ul style="list-style-type: none"> <li>○ The key concepts are defined and presented clearly.</li> <li>○ The paper contains enough information to back up its ideas.</li> <li>○ The parts of the paper are coherent.</li> <li>○ When appropriate, the paper uses related statistics, tables, and/or graphs that are properly labeled.</li> <li>○ The author introduces every quotation and cites its sources properly.</li> </ul>
Documentation (15%)	<ul style="list-style-type: none"> <li>○ The sources are cited using the APA Style.</li> <li>○ Complete and proper referencing is evident.</li> <li>○ The literature review identifies the gap that has been addressed by the research.</li> </ul>



Criteria	Indicators
Writing Mechanics (15%)	<ul style="list-style-type: none"> <li>○ The paper is free of grammatical errors.</li> <li>○ The paper is free from spelling and typographical errors.</li> <li>○ The sentences are brief but precise and free of unnecessary jargon.</li> </ul>

6. The rubrics that shall be used in selecting the best oral presentation are as follows:

Criteria	Indicators
Slide deck Presentation (50%)	<ul style="list-style-type: none"> <li>○ The presentation follows the prescribed contents.</li> <li>○ The contents are logically organized.</li> <li>○ The materials used are appropriate.</li> <li>○ The layout, design, and aesthetics used are appropriate.</li> </ul>
Question and Answer (50%)	<ul style="list-style-type: none"> <li>○ The voice quality of the presenter is sufficient.</li> <li>○ The presenter maintains eye contact, good poise, and pleasing delivery.</li> <li>○ The language used is precise.</li> <li>○ The presenter gives a brief, clear, and concise discussion.</li> <li>○ Knowledge and mastery of the subject are evident when answering the questions.</li> </ul>

7. The decision of the judges shall be final and irrevocable. Plaques of Award shall be conferred to the three Best Papers and three Best Presenters. Certificates of Recognition shall be awarded to all presenting authors. Certificates of Participation shall also be conferred to the on-site audience.

8. For more information relative to the conference and these guidelines, an email may be sent to [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph).



**Format for the Research Summary  
(Using IMRaD Style)**

**[COMPLETE TITLE OF THE STUDY]**

*[Complete Name of Author/s, Position/s, Name of School, Schools Division]*

*[Contact number and DepEd email address]*

**Introduction**

This section shall include a discussion on the background and rationale, objectives of the study, theoretical support (if necessary), and the significance of the study.

A brief review of related literature for Basic Research and a description of the innovation, intervention, and/or strategy for Action Research maybe be added as supplementary sections.

**Methodology**

This section shall consist of the research design, participants of the study, data gathering method, and data analysis. The methods for gathering information shall be described and sources of information, both primary and secondary shall also be explained.

**Results and Discussion**

This section shall take in the discussion of results, conclusions, and recommendations for basic research and discussion of results, reflections, conclusions, and recommendations for action research. The results shall describe what the researcher found out from his/her study and the discussion shall explain the significance of those findings.

**References**

References shall be cited using APA Style, 7<sup>th</sup> Edition. You may refer to <https://apastyle.apa.org/instructional-aids/reference-examples.pdf>.



Enclosure 2 to Regional Memorandum No. \_\_\_\_\_, s. 2023

**Guidelines on the Submission of Project Brief for the  
Eastern Visayas Innovation Summit (EVIS)**

1. The entries for the 2023 Eastern Visayas Innovation Summit (EVIS) are completed innovation projects piloted by teachers, school heads, specialists, supervisors, and superintendents within the last 18 months, for presentation during the Summit.
2. This intellectual exercise shall focus on showcasing innovations conducted at the school, district, division, and regional levels to address the needs of basic education related to the following areas:
  - b. Curriculum, Teaching & Learning, and Learning Resources;
  - c. Planning, Monitoring & Evaluation Systems, Research, and Technical Assistance;
  - d. Partnership & Linkages, Support to Health, and Disaster Risk Reduction Management; and
  - e. Governance and Leadership (Human Resource Development, Income Generation, and Administration)
3. All interested authors must strictly adhere to the prescribed format of a project brief and the uploading instructions enclosed herewith. Project briefs must be dropped to a Google Drive found through **<https://bit.ly/submitEVIS23>** on or before **August 4, 2023**. Failure to follow the instructions shall be grounds for automatic disqualification.
4. The innovation projects shall be shortlisted based on the following criteria:
  - a. Relevance to Basic Education in the New Normal (20%)
  - b. Uniqueness, Creativity, and Thoroughness (20%)
  - c. Feasibility, Sustainability, and Replicability (20%)
  - d. Positive Impact on Target Beneficiaries (20%)
  - e. Urgency of Implementation (20%)
5. For more information relative to the summit and these guidelines, an email may be sent to [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph).



### **Prescribed Format of the Project Brief of a Completed Innovation**

The submission must use Times New Roman font 12, 1.5 spacing, indented paragraphs, normal margins (1 inch on all sides) A4 (8.27" x 11.69") size paper, maximum of 3 pages (excluding the appendices)

#### **Title of Innovation Project**

*(Titles may include up to 12 words that will catch the attention of participants and accurately describe the project. Titles should not be capitalized unless it is an acronym)*

#### **Project Author** (Only the sole/lead author per project)

*Example:*

Juan B. dela Cruz, Master Teacher II  
Inovacion Elementary School, Dugos, Abuyog City  
0918-273-6450 / juan.delacruz@deped.gov.ph

#### **Project Summary**

The goal of this section is to present, in paragraphs, the background, objectives, methods, and results of the project concisely and clearly, and must be able to answer the following questions:

- Why did you create this project?
- Why do you consider this an innovation?
- Who were your target beneficiaries? Where did this take place?
- What activities did you accomplish to complete this project?
- How long did it take for you to complete the project? Who helped you with it?
- How much did you have to spend for its implementation?
- What was the result? What was the impact of your project on the educational system and the community? What proof can you show us of its positive impact?
- What do you intend to do next?

#### **Appendices** (if applicable)

Pictures, screenshots, Letters/MOA from Donors, recognitions received, approved evaluation form signed by project evaluators, etc.



### **Instructions for the Submission of Project Briefs**

*General Rule:* Read the instructions carefully. Failure to follow the instructions shall be grounds for automatic disqualification.

1. Encode your project brief in a Word file using the format prescribed in this Enclosure.
2. Attach all necessary appendices to the Word file.
3. Save your document in pdf format.
4. The file name must be in this format: <Category Code>\_<Last Name of Author>  
*Example: CTL\_Bautista*  
*Codes are:*
  - CTL** - Curriculum, Teaching & Learning, and Learning Resources;
  - PMR** - Planning, Monitoring & Evaluation Systems, Research, and Technical Assistance;
  - LHD** - Partnership & Linkages, Support to Health, and Disaster Risk Reduction Management, and;
  - GLA** - Governance and Leadership (Human Resource Development, Income Generation, and Administration)
5. Go to **<https://bit.ly/submitEVIS23>** where you will be directed to a Google Drive.
6. Drop your pdf file into the Drive.
7. Wait for confirmation and further announcements which will be communicated through your official email address.

