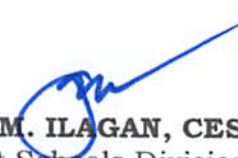09 FEB 2022

DIVISION MEMORANDUM
No. _____081_____ s. 2022

SUBMISSION AND REVIEW OF RESEARCH ARTICLES FOR PUBLICATION IN THE "THE TRAJECTORY AND OR IN SDO RESEARCH E-SITE"

To: OIC- Assistant Schools Division Superintendent
        Chief Education Supervisors
        Heads, Public Elementary and Secondary Schools
        Heads, Unit/Section
        All Others Concerned

1.   Anchored on DepEd Order 16, s. 2017, titled "Research Management Guidelines," SDO Tayabas provides a comprehensive guide on research initiatives through the City Schools Division of the City of Tayabas Research Management Guidelines (RMG) 2022-2023. It stipulates that dissemination and utilization of research results are crucial in the achievement of learning outcomes and improve the teaching-learning, access, and governance processes in schools, and the SDO.

2.   In line with this, this office encourages all teaching, teaching-related and non-teaching personnel to submit articles from research conducted in the *last three years,* to be published in the The Trajectory and or in the SDO Tayabas Research E-Site, on or before **February 24, 2022**.

3.   The Schools Division Research Committee (SDRC) and the SDRC Secretariat shall be in-charge in the process of identifying which articles shall be published in both the The Trajectory and the E-Site or in either of the 2. Double blind review shall be conducted; self-citations in any part of the article/s is highly discouraged.

4.   Authors/writers shall be given certificate of recognition.

5.   Attached are Enclosure 1 – Guidelines for Submission, Enclosure 2 – Templates for submission, Indicative Timeline of Activities, and Rubrics for evaluation of content and style.

6.   Widest dissemination of this Memorandum and strict compliance of the guidelines, is desired.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index under the following subject:
Planning and Research

Enclosure 1

SUBMISSION GUIDELINES

1. The following parts shall be included:

A.   Introduction including legal and theoretical bases, objectives of the research as well as description on how it contributes/d to the attainment of the goals of Sulong EduKalidad;

B.   Strategies / methods / steps used in implementing the research initiative, advocacy or innovation;

C.   Discussion of the perceived and actual results/outcomes/impact of the advocacy/ initiative / innovation, including insights gained;

D.   Concluding paragraph which may include recommendations; and

E.   References written in APA style

2. Article shall not exceed 1500 words with title limited to 10 words. It must be accompanied by at least one to a maximum of four high-resolution photos, in PNG or JPEG format, to be sent as attachment;

3. The research article should be typed and double-spaced on an A4-sized paper, with 1-inch margin on all sides. Texts should be in 12 pt. Arial font. In-text citation and reference list must follow the APA citation style 6th edition format.

3. Submissions must use the given template. The rubric for content and style is for your perusal. (Enclosure 2: Annexes 1 and 2)

4. Passing score is 85%.

4. All articles shall be submitted to luzviminda.saludares@deped.gov.ph using deped email , with the subject: SDO Tayabas Research Publication.

5. Writer/s' details form must be accomplished and included in the submission.

Enclosure 2

Annex 1 – Writer/s' Details

Name	Designation	School	Contact Number	DepEd Email Address
Author 1				
Author 2				
Author 3				
Title of Article: (Maximum of 10 words)				

Annex 2 – Indicative Timeline of Activities

ACTIVITIES	PERSONS INVOLVED	DATE OF IMPLEMENTATION
Call for Completed Research (2020-2021) for the The Trajectory (2nd Issue) and 1st issue of E-Journal	SDRC Secretariat	2nd week of February 2022
Submission of Research Article	Researchers	4th week of February
Meeting with TRAin.C Officers	SDRC, TRAin.C	4th Week of February 2022
Screening and Evaluation of Research for the Research Journals	SDRC	1st – 2nd week of March 2022
Results of Screening and Evaluation/Editing of the Papers	SDRC, Researchers	3rd – 4th week of March 2022
Finalization of Research to be included in the Research Journals	SDRC	1st Week of April 2022
Layout of the Trajectory	SDRC, ICT	2nd – 4th Week of April 2022
Coordination Meeting for the SDO Tayabas Research Website	SDRC, ICT	1st Week of May 2022
Creation/Customization of the Research Website	SDRC, ICT	2nd Week of May – 1st Week of June 2022
Presentation of the Research Website	ICT, SDRC, Top Management, SDO Personnel, TRAin.C Officers, SHs and Select Teachers	2nd Week of June 2022
Enhancement of the Research Website as per recommendation of users	SDRC, ICT	3rd – 4th Week of June 2022
Publication of Research Journal/Coordination with LGU	SDRC	1st Week of July 2022

Annex 3 - Rubric for Article Review (For Content and Style)

Article Title:
Code:

Criteria		Highly Competent (100%)	Competent (85%)	Not quite Competent (70%)	Inadequate (60%)
Content of Review	40%	❖ In depth analysis of the content (all major points discussed). ❖ Excellent summary. ❖ Communicates the key ideas/themes/findings with a high degree of clarity and insight. ❖ Engaging introduction and conclusion, both indicate the overall focus of the paper. **40**	❖ Comprehensive analysis of the content (most of the major points discussed). ❖ Adequate summary. ❖ Communicates the key ideas/themes/findings with considerable clarity, but lacks insight. ❖ Engaging introduction and conclusion, paper focus inconsistently supported. **34**	❖ Minimal analysis of the content (some of the major points discussed). ❖ Basic summary. ❖ Communicates the key ideas/themes/findings with little clarity or insight. ❖ Introduction and conclusion do not indicate the overall focus of the paper. **28**	❖ No content (missed all major points of the content). ❖ Incomplete summary. ❖ Key ideas/themes/findings are not communicated clearly and/or missed in analysis. ❖ There is no clear introduction or conclusion. **24**
Reflection	30%	❖ Demonstrates thorough understanding of the article by listing all key findings and reflecting upon their implications. **30**	❖ Demonstrates considerable understanding of the article by listing all of the key findings. **25.5**	❖ Demonstrates some understanding of the article by listing some of the key findings... but documentation is lacking in completeness. **21**	❖ Demonstrates little understanding of the article with few or no key findings reported. **18**
Organization & Development of Ideas	15%	❖ Logical development of ideas through well-developed paragraphs, good use of transitions. **15**	❖ Logical organization, paragraph development not perfected. **12.75**	❖ Logical organization, paragraphs not fully developed. **10.5**	❖ No evidence of structure or organization. **9**

Mechanics	15%	❖ Meets length requirement. ❖ 1-2 grammatical errors. ❖ 1-2 punctuation errors. ❖ APA Guidelines are meticulously followed. ❖ Adheres to Font/Spacing Guidelines. _____ **15**	❖ Length requirement is met with adequate content ❖ 3-4 grammatical errors. ❖ 3-4 punctuation errors. ❖ Adheres consistently to APA/MLA guidelines, however, one error present. ❖ Adheres to either Font or Spacing Guidelines, but not both. **12.75**	❖ Length requirement is not met; minimal content ❖ 5-6 grammatical errors ❖ 5-6 punctuation errors ❖ Demonstrates little ability to adhere to APA/MLA guidelines, more than two errors present ❖ Adheres to neither Font nor Spacing Guidelines. **10.5**	❖ Length requirement is not met; poor content ❖ Numerous grammatical errors (distracting) ❖ Numerous punctuation errors ❖ Neither style is used ❖ Does not adhere to Font/Spacing Guidelines. **9**

Assignment Score: _____   Final Score: _____

Adapted from: Mustafa Harb @Ball State University 2104