



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 June 2026

DIVISION MEMORANDUM

No. 434 s. 2026

### CALL FOR COMPLETED PAPER FOR 2026 QUEZON EDUCATORS' RESEARCH CONVENTION

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

1. In preparation for the **2026 Quezon Educators' Research Convention** and in support of **DepEd's 5-Point Reform Agenda** and **DepEd Order No. 16, s. 2017**, titled **Research Management Guidelines**, this Office, through the Planning and Research Section, announces the Call for Research Papers completed during SY 2024-2025 and SY 2025-2026 focusing on **literacy and numeracy**. The submission deadline shall be **August 17, 2026**.

2. Research presentations should include the following content:
- Title of the Research and Name of Researcher/s and their School/District
  - Rationale [Identify **research gaps** and **justify the need** for the study]
  - Key Literature (if basic research) or Description of Intervention (if action research) in **an outline format**.
  - Research Methods [**in an outline format**, describe research design, participants/sources of data, data gathering procedure and instrument, and data analysis]
  - Summary of Findings and Conclusions [write **in an outline format**, one for each statement of the problem]
  - Reflection and Recommendations [Present the action points of the recommendations in an outline format, clearly indicating the **person responsible and their corresponding tasks**]
  - Full manuscript** of the completed research (Please refer to Enclosure 1- Regional Writing Guideline for the format, and Enclosure 2- Parts of Completed Research Paper)

3. Submission shall be made through <https://tinyurl.com/2026QERC>.



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4. Clarifications and queries shall be coordinated with **Ms. Regicelle D. Cabaysa**, OIC-Senior Education Program Specialist for Planning and Research through email [tayabascity.sgod.prs@deped.gov.ph](mailto:tayabascity.sgod.prs@deped.gov.ph).
5. Immediate dissemination of this Memorandum is hereby desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl.: As stated

References: DepEd's 5-Point Reform Agenda  
DepEd Order No. 16, s. 2017

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

RESEARCH

SGOD- call for completed paper for 2026 quezon educators' research convention  
SGODKID3-005068/June 29, 2026

Enclosure 1

**Regional Research Writing Guidelines  
(for BERF and Non-BERF Research Papers)**

**GENERAL GUIDELINES**

Use the following format when writing the research paper body:

1. Paper: Use A4 size (8.3 x 11.7 inches).
2. Font:  
Style: Bookman Old Style  
Size:
  - Title: 14 points
  - Subtitle: 13 points
  - Body: 12 points
3. Margins: Set all page margins to 1 inch.
4. Spacing: Double-space all text, including headings.
5. Paragraph Indentation: Indent the first line of every paragraph by 0.5 inches.
6. Paragraph Alignment: Justify all paragraphs.
7. Page Numbers: Include a page number in the upper right-hand corner of every page (font size: 10 points).
8. Running Head: Place a shortened version of the title in the upper left-hand corner (font size: 10 points, sentence case) on all pages except the title page.
9. Headings and Subheadings:  
Use APA-style headings (Levels 1-5) to organize sections and improve readability:
  - Level 1: Centered and boldfaced.
  - Level 2: Left-aligned and boldfaced.
  - Level 3: Left-aligned, boldfaced, and italicized.
  - Level 4: Indented, boldfaced, and ending with a period.
  - Level 5: Indented, boldfaced, italicized, and ending with a period (American Psychological Association [APA], 2020).

Level 1	APA Heading Format (7 <sup>th</sup> ed.)
1	<b>Centered, Bold, Title Case</b> Text begins on a new line (indent first line).
2	<b>Left-aligned, Bold, Title Case</b> Text begins on a new line (indent first line).
3	<b>Left-aligned, Bold, Italic, Title Case</b> Text begins on a new line (indent first line).
4	<b>Indented, Bold, Title Case, Period.</b> Text begins on the same line.
5	<b>Indented, Bold, Italic, Title Case, Period.</b> Text begins on the same line.

Enclosure 2

**ANNEX 7-PARTS OF COMPLETED RESEARCH**

**A. COMPLETED BASIC RESEARCH**

- I. Title Page
- II. Abstract
- III. Acknowledgement
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
  - a. Sampling
  - b. Data Collection
- IX. Discussion of Results and Recommendation
- X. Dissemination and Advocacy Plan
- XI. References
- XII. Financial Report

**B. COMPLETED ACTION RESEARCH**

- I. Title Page
- II. Abstract
- III. Acknowledgement
- IV. Context and Rationale
- V. Innovation, Intervention and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
  - a. Participants and/or other sources of Data and Information
  - b. Data Gathering Methods
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References
- XI. Financial Report