



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

July 9, 2025

DIVISION MEMORANDUM
No. 234, s. 2025

**TIMELINE AND SUBMISSION OF RESEARCH FOR THE
2025 DIVISIONAL RESEARCH CONFERENCE**

To: **Asst. Schools Division Superintendent**
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operations Division
All Section Heads
Education Program Supervisors
Division Research Coordinator
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned
This Division

1. The Department of Education, Division of El Salvador City, through the Schools Division Research Committee (SDRC), announces the timeline and submission requirements for the 2025 Divisional Research Conference.
2. For basic/action research, it is reiterated that a maximum of three (3) proponents for group research is allowed, unless C.I (*Continuous Improvement*) Project is applied. In submitting the paper, please specify the following (for group research):
 - a. 1 Lead Proponent/Team Leader
 - b. Maximum of two (2) members
3. Further, researchers shall have the following components:
 - a. Rationale
 - b. Research Questions
 - c. Related Literature
 - d. Research Methods
 - e. Discussion of Results



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- f. Conclusion and Recommendation
- g. Advocacy/Work Plan & Utilization
- h. References (APA, 7th Edition)

4. Please take note of the following timeline and dates for submission:

Date	Activity
September 12	Submission of completed paper to SDO with attachments and the School Head's endorsement (only 1 per category/theme)
September 15-19	Level 1 Validation by EPS/TAP and other Focal Persons Theme 1: ALL EPS/TAP (assigned learning area, including cross-cut themes) Chaired by Chief Ninian A. Alcasid, PhD Theme 2: Child Protection Chaired by: Analyn G. Fabria, PhD EPS, SGOD Theme 3: Human Resource Development Section (HRDs) Chaired by: Karen Rose A. Serrania Division Research Coordinator Theme 4: Governance Chaired by Chief Rolly B. Labis, EdD
September 22-26	Revision and submission of the final paper after incorporating the recommendations made by the validators
September 29-30	Approval of shortlisted papers for presentation by the SDRC Chaired by: ASDS Conniebel C. Nistal, PhD
October 3	Submission of the Manuscript to the panelists for initial review
October 10	2025 Divisional Research Conference (Venue will be announced in a separate memorandum)





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5. Additionally, research studies with the following focused problem may be submitted for evaluation:

I. Theme I- Teaching and Learning

- a. Learning Area (English, Science, Mathematics, Filipino, TLE, ESP, AP, MAPEH)
- b. Senior High School (Core, Applied, Specialized)
- c. Cross-Cut Themes (ALS, IPED, SNED, DRRM)
- d. Reading
- e. Assessment

II. Theme II-Child Protection

III. Theme III- Human Resource Development

IV. Theme IV- Governance

6. Expenses relative to the conduct of this activity shall be charged against the Special Education Fund (SEF)- Research and Development.

7. Further, this research activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

8. For dissemination, guidance, and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

SGOD/Agf

RESEARCH
2025 Research Conference
Timeline and Submission



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