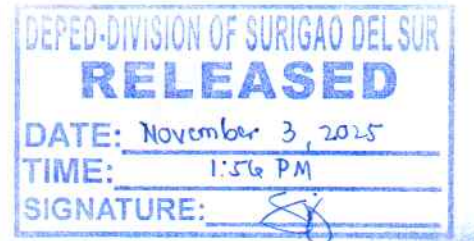




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Division MEMORANDUM  
No. 484, s. 2025



To: Schools Division Research Committee  
Public Schools District Supervisors/ District In-Charge  
District Research Committee  
District Research Coordinators  
Researchers

**SUBMISSION OF COMPLETED RESEARCH STUDIES FOR SY 2025-2026**

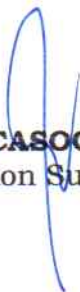
1. In support of the Department of Education's thrust to promote evidence-based practices and data-driven decision-making, all teaching and non-teaching personnel who have completed research studies for School Year 2025–2026 are hereby directed to submit their finalized research outputs to the Division Research Committee.
2. This is in preparation for the Technical Review of Completed Research Studies to be conducted by the Policy, Planning, and Research Division (PPRD) of DepEd Caraga on November 12–14, 2025.
3. Submission Guidelines:  
Deadline: On or before November 11, 2025  
Format: PDF copy of the completed research, following the DepEd Research Template  
Where to Submit: Email to [surigaodelsur.research@deped.gov.ph](mailto:surigaodelsur.research@deped.gov.ph) with subject line: Completed Research Submission – [Name of Researcher]  
Required Attachments:
  - a. Endorsement from the School Head or District Supervisor
  - b. Ethics Clearance (if applicable)
  - c. Research Utilization Plan
  - d. Result of Grammarly Test
  - e. Result of Plagiarism Test
4. Attached to this memorandum are the following:
  - a. Minimum Requirement of Complete Research Report
  - b. House Style for DepEd Surigao del Sur Division Completed Basic Education Research
  - c. House Style for DepEd Surigao del Sur Division Completed Action Research



Republic of the Philippines  
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Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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5. All submissions will undergo initial screening by the Division Research Committee before endorsement to the Regional Office. Selected studies may be featured in the Division Research Journal, in the Regional Research Bulletin, and in the Caraga Research Information System, presented in future research conferences, or be submitted to the E-Saliksik: Department of Education Research Portal.
6. For questions and concerns, please get in touch with Ucille P. Galvez, SEPS for Planning and Research, on 09488671854 or through email at ucille.galvez@deped.gov.ph.
7. For information, guidance, and strict compliance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent 

Encl.: As Stated  
References: None  
To be indicated in the Perpetual Index  
Under the following subjects:

RESEARCH

SGOD/upg  
11/03/2025



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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**Enclosure 1: Minimum Requirement of Complete Research Report**

**A. Completed Basic Research Template**

- I. Introduction and Rationale
- II. Abstract
- III. Acknowledgment
- IV. Introduction of Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
  - a. Sampling
  - b. Data Collection
- X. Discussion of Results and Recommendations
- XI. Dissemination and Advocacy Plans
- XII. References
- XIII. Financial Report

**B. Completed Action Research Template**

- I. Title Page
- II. Abstract
- III. Acknowledgment
- 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



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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**Enclosure 2: House Style for DepEd Surigao del Sur Division Completed  
Basic Education Research**

Margins: Top and Bottom – 1 inch;  
Right side – 1 inch;  
Left side – 1.5 inches;

Paper Size: A4

Font: Arial 11

Page number: Bottom center

Contents of the Research: Indent (using tab) with key words; double-space

Key words for Abstract: Bold and italicized

**Title Page:**

Title: First letter of keywords should be capitalized, except for prepositions, conjunctions; acronyms in capital letters; single space.

Name of author: Not all caps, to be followed by position title



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

(Caraga logo)

Republic of the Philippines (font size:8)

(school logo)

Department of Education (font size: 9)

Region XIII (Caraga) (font size: 10)

Division of Surigao del Sur (font size 10)

**CARRASCAL NATIONAL HIGH SCHOOL** (font size: 11)

Carrascal, Surigao del Sur (font size:9)

(Title) font size: 11

Example:

**The Impact of Interest Day  
to Mitigate Absenteeism in  
Rizal National High School**

(Name of the Proponent/s), (Position Title) font size: 11

(Month and Year completed) font size: 11

**For Abstract, Acknowledgment & Table of Contents:**

These should be all capitalized and placed at the center.

Abstract should not be more than two pages. This presents a brief rationale, research questions and methodology, as well as significant findings, conclusions, and recommendations.

Acknowledgment must be stated in the "third person".



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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**For the Table of Contents:**

**Table of Contents**  
**(4 simple spaces)**

Title Page	. i (italics)
Abstract (not more than two pages)	. ii
Acknowledgment	. iii
Table of Contents	. iv
I. Introduction	. 1 (normal font)
II. Literature Review	.
III. Research Questions	.
IV. Scope and Limitation	.
V. Research Methodology	.
Sampling	.
Data Gathering Method ( <i>contains the data gathering procedure &amp; statistical treatment</i> )	.
VI. Discussion of Results	.
Findings	.
Conclusions	.
VII. Recommendations	.
References	.
Annexes	.
1. Declaration of Anti-Plagiarism & Absence of Conflict of Interest	.
2. Letter of Consent to respondents/parents/school head/IP community	.
3. Instrument/Tool	.
4. Time Table/Gantt Chart	.
5. Cost Estimates	.
6. Plans for Dissemination and Utilization	.
7. Pictorials	.
Curriculum Vitae ( <i>with photo</i> )	.



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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**Enclosure 3: House Style for DepEd Caraga completed action researches**

Margins:

Top and bottom – 1 inch;

Right side – 1 inch;

Left side – 1.5 inches;

Paper Size: A4

Font: Arial 11

Page number: bottom center

Contents of the Research: Indent (*use tab*) with key words; double-space

Key words for Abstract: bold and italicized

**Title Page:**

Title: First letter of keywords should be capitalized, except  
For prepositions, conjunctions; acronyms in capital  
letters; single space

Name of author: not all caps, to be followed by position  
title

All contents in the title page: bold letters



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

(Caraga logo)

Republic of the Philippines (font size:8)

(school logo)

Department of Education (font size: 9)

Region XIII (Caraga) (font size: 10)

Division of Surigao del Sur (font size 10)

**CARRASCAL NATIONAL HIGH SCHOOL (font size:11)**

Carrascal, Surigao del Sur (font size:9)

(Title) font size: 11

Example:

**Using Cooperative Learning in  
 Fine Motor Skill Among Kindergarten  
 Pupils Through Play Dough Activities**

(Name of the Proponent/s), (Position Title) font size: 11

(Month and Year completed) font size: 11

**For Abstract, Acknowledgment & Table of Contents:**

These should be all capitalized and placed at the center.

Abstract should not be more than two pages. This presents a brief rationale, research questions and methodology. Discuss the innovation, intervention or strategy, as well as significant findings and reflection.

Acknowledgment must be stated in the "third person".



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**For the Table of Contents:**

TABLE OF CONTENTS

(4 single spaces)

Title Page	.i (italicized)
Abstract (not more than two pages)	.ii
Acknowledgment	.iii
Table of Contents	.iv
I. Context and Rationale	.1 (normal font)
II. Action Research Questions	.
III. Innovation, Intervention & Strategy	.
IV. Action Research Methods	.
a. Participants and/or other sources of data and information	.
b. Data Gathering Methods	.
c. Data Analysis Utilized	.
V. Discussion of Results	.
a. Findings	.
b. Reflection	.

References

Annexes

1. Declaration of Anti-Plagiarism & Absence of Conflict of Interest
2. Letter of Consent to respondents/parents/school head/IP community
3. Instrument/Tool
4. Time Table/Gantt Chart
5. Cost Estimates
6. Plans for Dissemination and Utilization
7. Pictorials

Curriculum Vitae (with photo)



Republic of the Philippines  
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Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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**For the research content:**

Context and Rationale, Action Research Questions, until Discussion of Results must be placed left aligned; first letter of keywords are only capitalized; bold

Innovation, Intervention and Strategy must be presented in a separate page – not continuously with the Action Research Questions

**For References:**

Examples:

Books:

Strunk, W., Jr., & White, E. B. (1979). *The guide to everything and then some more stuff*. New York, NY: Macmillan.

Gregory, G., & Parry, T. (2006). *Designing brain-compatible learning (3rd ed.)*. Thousand Oaks, CA: Corwin.

**Online Newspaper Articles:**

Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*. Retrieved from <http://www.nytimes.com>

**Book Reviews:**

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book *Models of cognitive development*, by K. Richardson]. *American Journal of Psychology*, 114, 126-133.