10 Sep 2026

DIVISION MEMORANDUM
No. 415, s. 2025

10TH CONFERENCE OF BASIC EDUCATION RESEARCHERS FOR ACTION AND TRANSFORMATIVE ENDEAVOR (CREaTE)

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Elementary and Secondary Schools)
School Research Focal Persons
All Others Concerned

1. The Schools Division Office of Imus City, through the Schools Division Research Committee (SDRC), will conduct the 10th Conference of Basic Education Researchers for Action and Transformative Endeavor (CREATE), with the theme "CReATE to Elevate: Evidence that Transforms" on October 14-16, 2026. The venue will be announced in a separate Memorandum.

2. The primary objective of the conference is to promote, strengthen, and sustain research culture for all teaching, non-teaching personnel, and school leaders in the Division. The conference specifically aims to:

a. discuss basic education research products conducted to address learning gaps and improve learning outcomes;
b. foster the development of high-quality research proposals; and
c. provide a forum for educational researchers to share best evidenced-based practices.

3. Schools implementing or utilizing research-based outputs, interventions, innovations, projects, or practices must set up an exhibit booth. Each participating school must display a tarpaulin presenting the research basis of the featured output, evidence of its implementation or utilization, and its documented contribution to school improvement.

4. Likewise, as part of the holistic research experience, each SHS School Head must endorse two (2) completed research papers authored by SHS learners for presentation on or before **September 15, 2026.**

5. Participants of the activity are the SDRC, Cluster Heads, selected SDO Unit and Section Heads, DREAM Team members, selected SHS learners, and proponents from each accepted research paper.

6. For issuance of Travel Order and logistics purposes, all target participants must register to confirm their attendance via this link: **https://bit.ly/9thCreateReg** on or before **September 30, 2025.**

7. See Attached documents for reference:

a. Enclosure No. 01: Conference Guidelines, and
b. Enclosure No. 02: Indicative Activity Matrix

8. All expenses that will be incurred relative to the activity shall be charged against the Special Education Fund (SEF), subject to the usual accounting and auditing rules and regulations.

9. For queries and clarifications, kindly contact Ms. Jenielyn A. Sadang, Senior Education Program Specialist, at 0917-5033119.

10. For immediate dissemination and compliance.

LITO A. PALOMAR
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated

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

BASIC EDUCATION
RESEARCH OR STUDIES

sgod/jas

Enclosure No. 01 to Division Memorandum No. 415, s. 2026

10th CONFERENCE OF BASIC EDUCATION RESEARCHERS FOR ACTION AND TRANSFORMATIVE ENDEAVOR (CReATE) GUIDELINES

October 14-16, 2026

1. ELIGIBILITY

- Proponents must be active DepEd teaching and non-teaching personnel
- Original research proposal and completed basic and action research paper

2. FIELD OF SPECIALIZED THEMES

- All research papers are encouraged to focus on the themes indicated in the Basic Education Research Agenda (BERA) and aligned with the Regional/Division Development Plan:

Basic Education Research Agenda (BERA)	Regional/Division Development Plan
❖ Teaching and Learning	❖ Learner Protection, Health, Well-being, and Inclusion
❖ Governance	❖ Safe, Resilient, and Enabling Learning Environments
❖ Human Resources	❖ Curriculum, Literacy, Numeracy, Assessment, and Learning Recovery
❖ Child Protection	❖ Graduate Readiness and Transition Pathway
❖ Disaster Risk Reduction	❖ Governance, Organizational Capacity, and Resource Efficiency
❖ Inclusive Education	❖ Research, Innovation, Decentralization, Partnerships, and Digital Governance
❖ Gender and Development	❖ Learner Protection, Health, Well-being, and Inclusion
	❖ Safe, Resilient, and Enabling Learning Environments
	❖ Curriculum, Literacy, Numeracy, Assessment, and Learning Recovery

3. SUBMISSION OF RESEARCH PAPER

Paper presenters are required to submit their final paper **on or before September 30, 2025** through email at: sdrc.imus@deped.gov.ph.

4. WRITING GUIDELINES (Based on Regional Research Writing Guidelines)

Use the following format when writing the research paper body:

a. Paper: Use A4 size (8.3 x 11.7 inches).
b. Font: Style: Bookman Old Style
Size:
- Title: 14 points
- Subtitle: 13 points
- Body: 12 points

c. Margins: Set all page margins to 1 inch.
d. Spacing: Double-space all text, including headings.
e. Paragraph Indentation: Indent the first line of every paragraph by 0.5 inches.
f. Paragraph Alignment: Justify all paragraphs.
g. Page Numbers: Include a page number in the upper right-hand corner of every page (font size: 10 points).
h. Running Head: Place a shortened version of the title in the upper lefthand corner (font size: 10 points, sentence case) on all pages except the title page.
i. 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).

COMPLETED RESEARCH PAPER:

BASIC RESEARCH	**ACTION RESEARCH**
Research Title	Research Title
Title Page	Title Page
Abstract (not exceed 200-250 words)	Abstract (not exceed 200-250 words)
Acknowledgement	Acknowledgement
Introduction and Rationale	Context and Rationale
Literature Review	Innovation, Intervention and Strategy
Research Questions	Action Research Questions
Scope and Limitations	
Research Methodology Research Design - Sampling A. Data Collection	Action Research Methods -Research Design - A. Participants and/or other Sources of Data Information - B. Data Gathering Methods
Discussion of Results and Recommendations	Discussion of the Results and Reflection

Dissemination and Advocacy Plans	Action Plan
References (APA 7th edition)	References (APA 7th edition)
Financial Report	Financial Report

RESEARCH PROPOSAL

BASIC RESEARCH	**ACTION RESEARCH**
Research Title	Research Title
Title Page	Title Page
Introduction and Rationale	Context and Rationale
Literature Review	Action Research Questions
Research Questions	Innovation, Intervention and Strategy
Scope and Limitations	
Research Methodology - Research Design - A. Sampling - B. Data Collection - C. Ethical Issues - D. Plan for Data Analysis	Action Research Methods -Research Design - A. Participants and/or other Sources of Data Information - B. Data Gathering Methods - C. Data Analysis Plan
Timetable/ Gantt Chart	Action Research Workplan and Timelines
Cost Estimates	Cost Estimates
Plans for Dissemination and Advocacy	Plans for Dissemination and Utilization
References (APA 7th edition)	References (APA 7th edition)

5. MECHANICS OF PRESENTATION

Oral Presentation:

a. Oral presentation shall last for **7-10 minutes with 5 minutes for open forum**. Prepare a slide deck with the following format:

Slide 1- Title and Author/s
Slide 2- Introduction/ Rationale (use phrases only or keywords)
Slide 3- Key Literature (2-3 relevant studies)
Slide 4- Research Questions
Slide 5- Scope and limitations
Slide 6- Research Design
Slide 7-Slide 8- Data Collection (Keywords only)
Slide 8- Ethical Issues
Slide 9- Plan for Data analysis
Slide 10- Plans for Dissemination & Advocacy
Slide 11- References (1 slide)
Slide 12- Contact Details

b. The copy of the presentation should be given to the Conference Secretariat at least 30 minutes before the presentation.
c. The presenters may distribute handouts/brochures in hard copies to interested participants.

d. Schedules, changes thereto, and venue of presentations shall only be made by the Conference Secretariat.
e. The SDRC committee shall have the right to all submitted abstracts and full version for publication in the Division research journal and for other research and development use.

Poster Presentation:

a. Each presenter will be given 3-5 minutes to discuss the research project before participants.
b. Presenters are advised to use a one-piece vertical (portrait) tarpaulin layout measuring 48x36 inch size. It will be displayed in the designated area in the afternoon of Day 1 of the conference.



c. The poster should also include the **Abstract**, **Introduction**, **Research Questions, Research Design, Results and Discussions, Conclusions and References**.
d. Suggested font sizes: Title 80-90 points; Authors 50-60 points; Affiliation, 45- 65 points; Headings, 40-50 points; Text, 30-40 points.
e. The research poster should provide a clean and consistent layout, emphasize research questions and results, utilize purposeful graphics and visuals, have readily accessible text, and include citations as well as contact information.

Research Utilization Exhibit

a. Each participating school will have an assigned space of 3 ft x 5 ft, appropriate for a basic set up to showcase, actual research output of product, if tangible or demonstrate prototype, portfolio, or documentation of the intervention, innovation, project, or practice.

b. One accompanying tarpaulin, preferably 2 ft x 3 ft in portrait orientation

which will feature the following information:

- title of the research and the output, intervention, innovation, project, or practice; name or names of the researcher/researchers;
- brief description of the output and its implementation or utilization status;
- target learners or beneficiaries and contribution to school improvement

Enclosure 02 to Division Memorandum No. 415 , s. 2026

10th CONFERENCE OF BASIC EDUCATION RESEARCHERS FOR ACTION AND TRANSFORMATIVE ENDEAVOR (CReATE) PROGRAM MATRIX

October 14-16, 2026

Day	Time	Activity	Person Involved
Day 1	8:00 AM- 9:00 AM	Arrival of Participants	
	9:00-9:30	Preliminaries: National Anthem Prayer CALABARZON March Imus Hymn DepEd Quality Policy Roll Call of Participants Program Flow and Mechanics of Presentation	
	9:30-10:00	Welcome Remarks	**Glenda DS. Catadman** Asst. Schools Division Superintendent / SDRC Chair
		Inspirational Message	**LITO A. PALOMAR** OIC – Schools Division Superintendent
	10:00- 12:00 NN	Plenary Session 1: Evidence that Transforms	**LITO A. PALOMAR** OIC – Schools Division Superintendent
	12:00 – 1:00 PM	PM Snack	
	1:00- 3:00 PM	Setting up of booth	
	3:00 – 5:00 PM	Exhibit and Exhibition of Schools' Best Practices and Innovations	School Head; Participants; Documentation Team

Day 2	8:00 – 8:20 AM	Prayer Presentation Mechanics	
	8:20-9:20 AM	Plenary Session 2: AI Elevated: Powering Research and Practice	Atty. Mona Anthonette C. Velasco- Allones
	9:20 – 10:30 AM	Breakout Session Research Presentation	Panel Members, Proponents
	10:30 – 10:45 AM	AM Snack	
	10:45 – 12:00 NN	Breakout Session Research Presentation	Panel Members, Proponents
	12:00 – 1:00 PM	Lunch Break	
	1:00 – 3:00 PM	Breakout Session	Panel Members, Proponents
	3:00 – 3:15 PM	PM Snack	
	3:15-5:00 PM	Breakout Session Research Presentation (Non-Teaching Personnel and – Senior High School Learner)	Panel Members, Proponents
Day 3	8:00 – 8:20 AM	Management of Learning	
	8:30-10:00 AM	Poster Presentation	
	10:15- 12:00	Exhibit and Exhibition of Schools' Best Practices and Innovations Benchmarking and Commitment	
	12:00-1:00	Lunch Break	
	1:00 – 3:00 PM	Closing Program	SDRC and DREAM
		Checking Out / Departure of Participants	