



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **1109**, s. 2024

To: Schools Division Superintendents
All Others Concerned

RESEARCHERS' NOTEBOOK 2024
"Documentary of Success Stories of Researchers"

1. The Regional Office through the Policy, Planning and Research Division has designed and conceptualized an initiative called "Researchers' Notebook" to document success stories of researcher. This activity will be conducted on October 28, 2024, with venue will be announced later.
2. This activity aims to:
 - a. share success stories of researchers;
 - b. determine the Return of Investment (ROI); and
 - c. develop attitude toward research.
3. The participants are the Research Coordinators, (2) Researchers, SGOD or CID Chiefs, Schools Division Superintendents or Assistant Schools Division Superintendents, Select Principals/School Heads, Regional Research Committee (RRC).
4. The Researchers' Notebook activities shall include the following:
 - a. Short Film Contest; and
 - b. Booth Contest
5. The guidelines of Film and Booth contests and technical working group with terms of reference are attached as enclosures.
6. This is a one-day activity, live out and no registration fee shall be collected. Participants will be served with AM and PM snacks, and lunch only.
7. Participants must bring a copy of their travel authority and it must be submitted to the secretariat for liquidation purposes. No travel authority, No certificate of appearance.
8. For confirmation of participation, participants are requested to accomplish the online registration form through <https://forms.gle/WDVJ2c8xiHjXkJsaa> on or before October 23, 2024.
9. Travel and other related expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

10. A virtual meeting for the Division Research Coordinators is scheduled on October 21, 2024 through the link: <https://tinyurl.com/b23yhd9h> in preparation for the event.

11. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

MARIA INES C. ASUNCION

Regional Director

BY THE AUTHORITY OF REGIONAL DIRECTOR:


PEDRO TENEBRO ESCOBARTE, JR.
Assistant Regional Director

Encl.: As stated.

Reference: None.

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

RESEARCH

PPRD/egmp
10/16/2024

List of Committee and terms of reference

A. Emcee:

Name	Responsibilities
Jecel Taray Renier Oraliza	Leads the show and ensures audience interest will be sustained

B. Registration Committee

Name	Responsibilities
Melissa Felisan Empha Grace Perez	Prepares registration form and ensures the distribution of certificate of appearance to the participants

C. Program and Invitation Committee

Name	Responsibilities
Glenn Aspe	Prepares program of activities and invitation to the field

D. Committee on Certificates

Name	Responsibilities
Winston Eben	Collaborate with the registration committee for the copy of attendance; prepares and ensures issuance of certificate of recognition of presenters; prepares certificates to the winners; and assist the host during the awarding ceremony

E. Committee on Stage Decoration

Name	Responsibilities
Dandee Monton Empha Grace Perez Barbie Padas Melissa Felisan	Ensures the stage is appropriately designed and decorated to align with the theme and tone of an event.

F. Committee on Documentation

Name	Responsibilities
Pedro Tecson Jez Marie Macuno	Document and facilitate the live streaming of the activity

G. Synthesis

Name	Responsibilities
Ucille Galvez Teresa Mercedes Dela Rosa	Document the whole proceeding for submission to the Regional Director and prepares synthesis of all the success stories of researchers

H. Judge/Evaluator

Name	Responsibilities
Regional Research Committee Chairman: Pedro T. Escobarte, Jr. Members: CLMD Chief, ESSD Chief, HRDD Chief, QAD Chief, FTAD Chief, Finance Division Chief	Review and Evaluate Entries Objectively; Score Based on Criteria; Maintain Confidentiality and Professionalism; and Adhere to Contest Rules and Guidelines.

I. Overseer

Name	Responsibilities
Violeta C. Nuñez	Ensures that all logistics are well-coordinated and that the activity is successful

Lay-out and display area

STAGE

SDS

SC

DIN

BXU

BAY

ADN

ADS

BIS

TAN

SDN

SIA

CAB

Note: Floor Area for SDO booth is 5 x 3 ft.

SHORT FILM Rubric

Judging and Scoring System

Criteria	5	4	3	2	1
Content and Relevance	The film covers 100% of relevant research best practices, with clear alignment to the research theme and strong applicability to the field.	The film covers 80-99% of relevant best practices, with some minor gaps in alignment or applicability to the research theme.	The film covers 60-79% of best practices, with moderate alignment to the theme but missing key elements of relevance to the field.	The film covers 40-59% of best practices, with minimal alignment to the research theme and weak applicability.	The film covers less than 40% of best practices, with little or no alignment to the theme and poor relevance to the research field.
Visual and Technical Quality	The film is visually appealing with high-quality cinematography, smooth editing, and clear audio. Professional-level technical execution.	The film is well-produced with minor technical flaws (e.g., slight issues in audio, editing, or visuals), but still engaging and understandable.	The film has moderate technical quality, with noticeable issues in visuals, audio, or editing, but they don't significantly hinder comprehension.	The film has poor technical quality, with frequent issues in audio, visuals, or editing that make it difficult to follow or understand.	The film has very poor technical quality, with major issues that severely hinder understanding and engagement (e.g., unclear audio, bad visuals).
Creativity and Innovation	The film uses highly creative and innovative approaches (storytelling, visuals, techniques) to present research best practices, making it engaging.	The film has several creative elements, with minor gaps in innovation, but still effectively captures the audience's attention.	The film includes some creative techniques, but they are limited or inconsistently applied, resulting in moderate engagement.	The film lacks creativity, relying on basic or conventional methods that fail to capture attention or present the research in a unique way.	The film shows no innovation or creativity in its presentation, relying solely on static or unengaging methods.

Clarity and Delivery	The research concepts are explained clearly and concisely, with a smooth, logical flow throughout the film. The pacing is appropriate and engaging.	Most of the research concepts are well-explained, with minor gaps in clarity. The film's flow is generally smooth, though pacing may need slight improvement.	The research concepts are somewhat clear, but the film has noticeable issues in pacing, flow, or clarity in some areas.	The research concepts are unclear in many parts of the film, and the delivery is disorganized, making it hard to follow.	The film is confusing, disorganized, and lacks clarity, making it difficult for viewers to understand the research concepts being presented.
Engagement and Impact	The film successfully engages the audience and leaves a lasting impact. Viewers clearly understand and appreciate the importance of the research best practices.	The film engages the audience well, with minor areas where the impact could be stronger. Viewers generally understand the research practices presented.	The film moderately engages the audience, but its impact is limited. Viewers may have some difficulty connecting with or retaining the information.	The film struggles to engage the audience, with little to no lasting impact. Many viewers may find it difficult to understand or relate to the content.	The film fails to engage the audience and leaves no impact. Viewers are likely confused or uninterested in the research presented.

SCORING SHEET

No.	Division	Content and Relevance	Visual and Technical Quality	Creativity and Innovation	Clarity and Delivery	Engagement and Impact	Total	Rank
1	Agusan del Norte							
2	Agusan del Sur							
3	Bayugan City							
4	Bislig City							
5	Butuan City							
6	Cabadbaran City							
7	Dinagat Islands							
8	Siargao							
9	Surigao City							
10	Surigao del Norte							
11	Surigao del Sur							
12	Tandag City							

Judge/Evaluator (Signature over Printed Name)

Booth Exhibition Rubric

Judging and Scoring System

Criteria	5	4	3	2	1
Content and Relevance	100% of research outputs are aligned with the theme. All outputs clearly demonstrate best practices and show strong relevance to the field.	80-99% of research outputs are aligned with the theme. Most outputs demonstrate best practices and are relevant, with minor gaps in connection.	60-79% of research outputs are aligned with the theme. Some outputs demonstrate best practices, but others lack focus or depth.	40-59% of research outputs are aligned with the theme. Few outputs show best practices, with limited relevance or weak connections to the field.	Less than 40% of research outputs are aligned with the theme. Most outputs are irrelevant or lack demonstration of best practices.
Visual Appeal and Organization	The booth design is visually striking and creative, with professional-level aesthetics. All materials are neatly organized and easy to navigate.	The booth is well-designed and visually appealing, with minor flaws in organization or aesthetics. Most materials are easy to access and understand.	The booth has basic visual appeal but lacks creativity. Some materials are disorganized, affecting overall accessibility or clarity.	The booth design is below average, with limited visual appeal. Organization is poor, and materials are difficult to navigate or comprehend.	The booth lacks visual appeal and is disorganized. It is hard to follow or understand the materials displayed, with little attention to aesthetics.
Clarity and Innovation	All materials are clearly presented with concise, well-structured explanations. Innovative methods or tools are used to enhance understanding.	Most materials are clear and understandable, with minor gaps in clarity. Some innovative elements are present but could be better integrated.	The materials are moderately clear, but there are several areas of confusion. Innovation is limited or inconsistently applied.	Many materials are unclear or difficult to understand. There is little to no evidence of innovative methods or presentation tools.	The materials are confusing and unclear, with no innovation. The booth fails to effectively communicate its content.

Audience Engagement	Booth representatives actively engage with visitors, providing clear and thorough explanations. Interactive elements keep the audience interested.	Representatives engage most visitors effectively, with minor gaps in communication or engagement. Some interactive components are present.	There is moderate engagement with visitors. Explanations are given but lack depth or consistency. Interactive components are minimal.	There is limited engagement with visitors. Explanations are unclear or insufficient, and interactive elements are lacking.	Representatives do not engage with visitors. There are no explanations or interaction with the audience.
Impact and Supporting Documentation	The research has a significant impact on the field, with clear supporting documentation (reports, handouts, data) that highlights its value.	The research shows impact, with mostly complete supporting documentation. There are minor gaps in evidence of contribution or significance.	The research demonstrates moderate impact, but the supporting documentation is incomplete or lacks key details.	The research has limited impact, and the supporting documentation is minimal or lacking important details.	The research has no clear impact on the field, and there is little to no supporting documentation.

SCORING SHEET

No.	Division	Content and Relevance	Visual Appeal and Organization	Clarity and Innovation	Audience Engagement	Impact and Supporting Documentation	Total	Rank
1	Agusan del Norte							
2	Agusan del Sur							
3	Bayugan City							
4	Bislig City							
5	Butuan City							
6	Cabadbaran City							
7	Dinagat Islands							
8	Siargao							
9	Surigao City							
10	Surigao del Norte							
11	Surigao del Sur							
12	Tandag City							

Judge/Evaluator (Signature over Printed Name)