

Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public School District Supervisors
Public and Private Secondary School Heads with Special
Curricular Program in Science and STEM Strand in Senior High
School
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

SUBJECT: **TIMELINE OF ACTIVITIES ON THE CONDUCT OF SCIENCE
INVESTIGATORY PROJECTS FOR SCHOOL YEAR 2024-2025**

DATE: June 21, 2024

Attached is Regional Memorandum No. 83, s. 2024 titled "**TIMELINE OF
ACTIVITIES ON THE CONDUCT OF SCIENCE INVESTIGATORY PROJECTS FOR
SCHOOL YEAR 2024-2025**" for information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

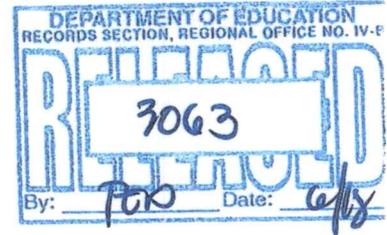
*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



T. Roque St., Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

June 18, 2024

REGIONAL MEMORANDUM
No. 93, s. 2024

**TIMELINE OF ACTIVITIES ON THE CONDUCT OF SCIENCE INVESTIGATORY
PROJECTS FOR SCHOOL YEAR 2024-2025**

To: **ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
CHIEF EDUCATION SUPERVISORS, CLMD AND CID
DIVISION EDUCATION PROGRAM SUPERVISORS IN SCIENCE
PUBLIC SCHOOL DISTRICT SUPERVISORS
PRINCIPALS/ SCHOOLS HEADS OF SCHOOLS WITH SPECIAL PROGRAMS
IN SCIENCE
ALL OTHERS CONCERNED**

1. To strengthen the culture of scientific research and foster creativity through innovation, this Office, through the Curriculum and Learning Management Division (CLMD), encourages all schools to follow this Timeline of Activities in conducting their research projects.
2. The conduct of Science Investigatory Projects aims the following:
 - 2.1. to equip students with the ability to analyze complex sustainability issues, design effective interventions, and implement practical solutions.
 - 2.2. to develop students' skills in scientific research methodologies, emphasizing the importance of evidence-based approaches to solving sustainability challenges.
 - 2.3. to engage students in projects that identify and address specific local and global challenges, contributing to the well-being of their communities.
 - 2.4. to inspire students to think creatively and develop innovative technologies and practices that support sustainable development goals.
 - 2.5. to foster collaboration between students, educators, community members, and local organizations to address shared concerns and create impactful projects.
3. The Division Education Program Supervisors in Science are advised to conduct a Division Refresher Meeting with School SCP Science Focal Persons on the completion of INTEL ISEF Forms. Additionally, this topic will be recommended as a Learning Action Cell (LAC) session for science teachers. These sessions, led by the School SCP Science Focal Persons, will re-orient teacher-coaches and learners on the documentary requirements for conducting Science Investigatory Projects.

4. The Education Program Supervisors in Science and Mathematics are hereby required to conduct monitoring on the conduct of investigatory projects in schools to ensure the quality and adherence to protocol following INTEL-ISEF rules and standards.
5. All schools are required to conduct Science Investigatory Projects integrated into their Science and Mathematics classes to ensure equal opportunity for all learners to showcase their scientific and innovative prowess.
6. The Timeline of Activities for the Conduct of Research Projects is attached to this Memorandum (See Enclosure No. 1).
7. Should there be clarifications, all concerned may contact **Wendell I. Formalejo, PhD**, Chief-CLMD, and **John S. Eviota**, EPS-CLMD/ Science, through the email address: mimaropa.regional@deped.gov.ph cc. john.eviota@deped.gov.ph or at cel no. 0968-467-4611.
8. For information, guidance, and compliance of all concerned.


NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

Encl.: As stated

Reference: None

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

RESEARCH	TIMELINE OF ACTIVITIES
SCIENCE	INVESTIGATORY PROJECT
PREPARATION	SCIENCE AND TECHNOLOGY FAIR

TIMELINE OF ACTIVITIES FOR THE CONDUCT OF RESEARCH PROJECTS

	ACTIVITIES
May - June 2024	<p>Preliminaries</p> <ul style="list-style-type: none"> • Refine and finalize the research project plan • Carry out a risk assessment and plan for precautionary measures to minimize hazards involved in the conduct of the research project • Communicate with the parent/guardian of researchers and secure a signed consent which allows the student/s to conduct the research project • Check the attainability and availability of materials/test subjects, laboratories/facilities, protocols/procedures, and experts in the field • Submission of letter of intent for collaboration with higher education institutions/research institutions • Submission of memorandum of agreement/understanding, research project plan, list of materials and equipment to be used, the timeline of activities, and budget plan to research institution and qualified scientist • Revision of research project plan (if needed) • Preparation of International Science and Engineering Fair (ISEF) forms and data logbook • Secure Institutional Animal Care and Use Committee (IACUC) permit (for studies that will be using vertebrate animals) and IRB/SRC approval forms
June - July 2024	<ul style="list-style-type: none"> • Preparation and collection of materials • Conduct of experimentation (e. g. Plant/Animal Identification/Authentication, Extraction Procedures, Preparation of Treatments, Material/Product Development, Pre-screening Tests, Testing Proper, Waste Disposal) • Record procedures are done, raw data, and correspondence with project consultants/research adviser in the data logbook • Data Collection and Analysis
August - September 2024	<ul style="list-style-type: none"> • Writing of the Research Paper (Introduction, Methodology and Results, and Discussion) • Preparation of requirements for LSTF SRC screening (manuscript, ISEF forms, data logbook, display board) • Local Science and Technology Fair Congress
September - October 2024	<ul style="list-style-type: none"> • Submission of school entries for DSTF SRC screening • Division Science and Technology Fair SRC Screening • Announcement of Qualified Entries for DSTF • Submission of revised copies of the manuscript marked with tags based on the based on SRC recommendations/suggestions and other documents • Division Science and Technology Fair Congress

October - November 2024	<ul style="list-style-type: none"> • Submission of division entries for RSTF SRC screening • Regional Science and Technology Fair SRC Screening • Announcement of Qualified Entries for RSTF • Submission of revised copies of the manuscript marked with tags based on the based on SRC recommendations/suggestions and other documents • Regional Science and Technology Fair Congress
December 2024	<ul style="list-style-type: none"> • Submission of regional entries for NSTF SRC screening
January 2025	<ul style="list-style-type: none"> • National Science and Technology Fair SRC Screening • Announcement of Qualified Entries for NSTF • Submission of revised copies of the manuscript marked with tags based on the based on SRC recommendations/suggestions and other documents
February - March 2025	<ul style="list-style-type: none"> • National Science and Technology Fair Congress • Announcement of Top Winners
April 2025	<ul style="list-style-type: none"> • Science Clinique • Preparation for travel requirements (DSWD travel clearance, passport, and others)
May 2025	<ul style="list-style-type: none"> • International Science and Engineering Fair (ISEF)