

# OLOPSC

## Research Manual



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# SOCORRO

A self-sustaining research organization that serves the professional research needs of the College, the faculty, students and the public.

***“Empowering & Enabling Learners to be Future-ready.”***

## VISION

A premier research and publications center renowned for its innovative and timely research papers that meets the demands of the global standards.

## MISSION

Socorro promotes the culture of research in the educational institution by providing relevant and significant aid towards its internal and external stakeholders. The center also aims to mold its learners to value and love the concept of research in continuing their educational quest in filling in tomorrow’s big shoes.

## OBJECTIVES

1. Promote the culture of research in the institution.
2. Enhance the student’s and teacher’s training program as to establish a strong foundation of research in the institution.
3. Strengthen research productivity by producing innovative and competitive research that will recognize Our Lady of Perpetual Succor College as the Center of Excellence in Marikina City.
4. Encourage interdisciplinary and collaborative research endeavor by promoting leadership and mentoring systems to achieve expertise and competence in research across different strands in the Senior High School Level.
5. Conduct research that will ignite innovative ideas to help the progress of the students, teachers, institution, and the community.

## MOTTO

*Caritas in Veritate* – Love in Truth

Research is a quest for knowing the Truth.

The Latin maxim, *Caritas in Veritate* (Love in Truth) is a reminder that through the toilsome task of making a research paper, love is embedded within it. It is through the exposition of the truth where one can show his true affection to a certain locale. Pope Benedict XVI, affirmed to this motto in his encyclical with the

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same ideology. As per the great pontiff, to defend the truth, to articulate it with humility and conviction, and to bear witness to it in life are therefore exacting and indispensable forms of love. Love, in fact, “rejoices in the truth” (1 Cor 13:6).

## THE LOGO



SOCORRO, which literally translates to ‘succor,’ ‘help,’ or ‘aid,’ enacts the OLOPSCian identification with Mary as the Perpetual Succorer through timely and relevant research works by its students and teachers.

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# RESEARCH SUBJECTS:

## **Practical Research I (Applied Subject)**

This course develops critical thinking and problem-solving skills through qualitative research (DepEd, 2013).

## **Practical Research II (Applied Subject)**

This course develops critical thinking and problem-solving skills through quantitative research (DepEd, 2013).

## **Inquiries, Investigation, and Immersion (Applied Subject)**

This culminating activity develops critical thinking and problem-solving skills through qualitative and quantitative research (DepEd, 2013).

## **Research Capstone Project (STEM Strand – Specialize Subject)**

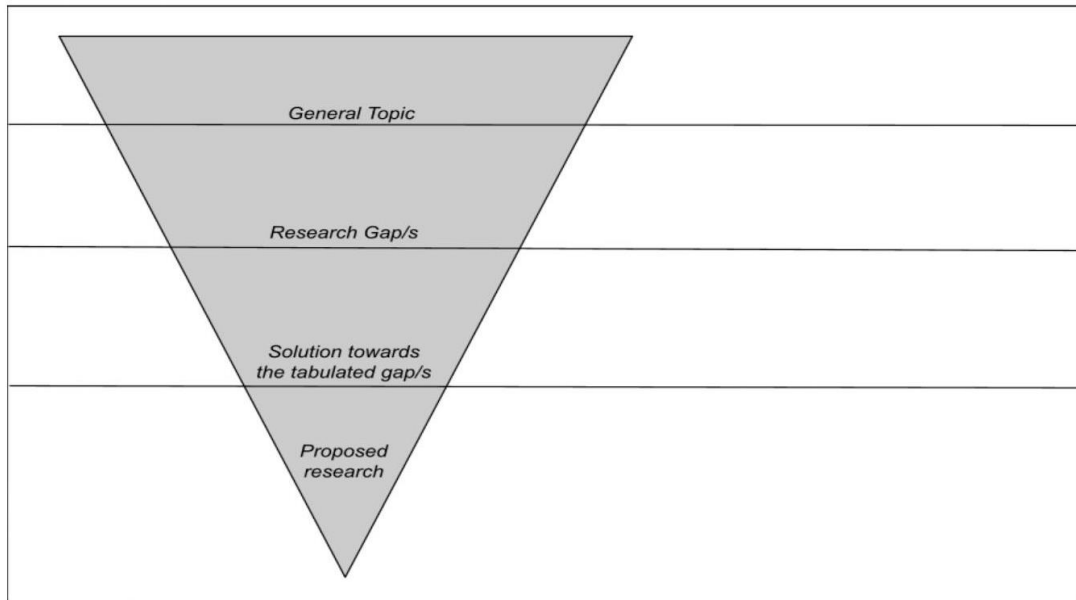
In this course, students, under the guidance of a research adviser, will identify a scientific, technological, or mathematical problem, design and apply an appropriate methodology, formulate hypothesis, and draw conclusions based on their investigation. At the end of the semester students will prepare a scientific report/paper to be presented/defended in a forum (DepEd, 2013).

# RESEARCH WRITING PROCEDURE

## **PHASE I:**

- The Research Adviser will form a minimum of four (4) group per class and a maximum of six (6) group per section.
- All members will pass a title of interest to the adviser for him/her to critic. The title of choice must be derived from the pool of researchable topics prescribed by the office and are rooted from the school's core value, the S-RICE.
- Three pre-approved titles from each group will be brainstormed upon by each team. They must draft a proposal following the two forms of Title Proposal, involving an inverted triangulation and a research matrix. The two forms must be strictly submitted to the research adviser three (3) days before the scheduled title defense.

### *Inverted Triangulation (Form A)*



### *Research Matrix (Form B):*

TITLE	SHORT INTRODUCTION	CONCEPTUAL FRAMEWORK / THEORETICAL FRAMEWORK	LITERATURE	PURPOSE	TIMETABLE	BIBLIOGRAPHY

#### *Notes:*

- **Title** : Encode the title of the research that you wanted to venture with.
- **Introduction** : Encode two (2) to four (4) sentences about the problem/topic being presented.
- **Core Question/s** : Enumerate all specific problems.
- **Research Paradigm/ Theoretical Framework** - Show the paradigm and give 1-2 sentences explaining it.
- **Literature** - Enumerate three (3) to five (5) literature about your problem.
- **Purpose** - State the purpose of doing the research.
- **Timetable** - Encode the dates from the until the last day of the semester.

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- **References** - Attach all books/sites in this portion. (APA 7<sup>th</sup> Edition Format)

## PHASE II:

- Upon approval of the title, regular consultations may be arranged by the research adviser to each group for them to make the manuscript.
- Chapter's I, II and III are drafted for the Midterm grading period (*Intended for the subjects: Practical Research II, Inquiries, Investigation, and Immersion, and Research Capstone Project*).
- The Introduction and Methodology parts are drafted for the Midterm grading period (*Intended for the subject: Practical Research I*).
- The research adviser will schedule a colloquium for each group to present their initial Chapter's I, to III (full blown research format) / Introduction and Methodology (IMRAD format).

## PHASE III:

- Upon approval of the initial parts of the manuscript, the groups will continue their research venture by applying the protocol dictated by the OLOPSC Code of Ethical Standards.
- Forms and or generic letters are available through the Socorro Repository over Google Drive. Hard copies may be available as requested.
- Upon gathering the data, each group may proceed to the Socorro office for statistical advising (for quantitative method research). Each group may also consult their Statistics & Probability instructor for them to be properly guided in the mathematical side of their paper, through pro bono.
- The group drafts/finalizes the remaining Chapters (IV and V) /parts (Results and Discussions) of the manuscript.
- The Research Adviser goes over the whole manuscript and upon recommendation, he/she will schedule the group for a final defense with panel of reactors (experts in the field).

## PHASE IV:

- The group prepares for the oral examination with the supervision of the Research Adviser. The following materials should be prepared:
  1. Research Manuscript (Complete with all parts including the preliminaries)
  2. PowerPoint Presentation with the following contents (for Full-Blown Research Format):
    - 2.1 Short Introduction (preferably pictures),
    - 2.2 Statement of the Problem,
    - 2.3 Conceptual Framework / Theoretical Framework,
    - 2.4 Respondents of the Study,
    - 2.5 Treatment of Data,
    - 2.6 Research Instrument/s,
    - 2.7 Findings (tables only),
    - 2.8 Summary of Findings,

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- 2.9 Conclusions, and
  - 2.10 Recommendations

PowerPoint Presentation with the following contents (for IMRAD Research Format):

- 2.1 Introduction (preferably pictures),
  - 2.2 Statement of the Problem,
  - 2.3 Results and Discussions (Tables only)
3. The group with the supervision of the research adviser present their research paper before a panel of examiners.
  4. The research adviser records the minutes and recommendations/suggestions of the panel. It is later collated, and a copy of the Defense Panel Report is given to the group an hour after the oral defense.
  5. The Approval Sheet will also be given together with the Defense Panel Report (Only for Full-Blown Research Format).

#### **PHASE V:**

- The group incorporates the suggestions and submits the corrected copy 1 week (the most) after the defense.
- The research adviser goes through the research paper and recommend the research for proof-reading.
- The group incorporates all the revisions from the proofreader and resubmit the paper to the research adviser for approval.
- Upon approval, the group will submit 2 hard bound copies of their paper (1 for the SHS Learning Resource Center and 1 for the Research and Publications Center)

## **PARTS OF A RESEARCH (FULL BLOWN RESEARCH)**

### **Title Page**

- The title appears like an inverted pyramid, written in upper case letters and single spaced.
- The full legal name of the student/s appears in upper case letters followed by the school name and the department of where the research is accomplished. *(Note: For group researches, the names of the researchers should be arranged alphabetically through their surnames.)*
- The year when the manuscript is accomplished is written at the bottom of the page.

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**ECO-ELECTRIC TILES AS THE KEY FACTOR TO RESOLVE THE HIGH  
COST ON ELECTRICITY AND PLASTIC PROBLEMS IN  
ONE PRIVATE SCHOOL IN MARIKINA CITY**

**RAJA URIEL B. CADAYONA  
NIGEL DENZEL E. ISRAEL  
ANDRE LOUIE M. LAWAG  
ZYRON KYLE A. MEDINA  
BILLY JOEL B. TANDOC  
RAFAEL P. TORRES**

**OUR LADY OF PERPETUAL SUCCOR COLLEGE  
SENIOR HIGH SCHOOL DEPARTMENT  
MARIKINA, PHILIPPINES**

**2020**

### **Approval Sheet**

- The approval sheet contains the title of the research, section of the students who accomplished the paper, the final rating and the original signatures of the panel of reactors for the final defense.



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## APPROVAL SHEET

The thesis entitled **“Eco-Electric Tiles as the Key Factor to Resolve the High Cost on Electricity and Plastic Problems in One Private School in Marikina City”** was prepared and submitted by the following: Billy Joel B. Tandoc (Leader), Raja Uriel B. Cadayona, Nigel Denzel E. Israel, Andre Louie M. Lawag, Zyron Kyle A. Medina and Rafael P. Torres of Homeroom Ephraim in partial fulfillment of the requirements in Research Capstone Project of Our Lady of Perpetual Succor College, Marikina City.

ELVIN A. MUTUC, LPT, MAEd, EdD. (cand.)  
Research Adviser

## PANEL OF EXAMINERS

Approved by the Committee on Oral Examination with the grade of 98%.

ALDIN EMIL M. DE LEON, JD  
Chairman

CATHERINE E. CABARLES, LPT, MA-ED-ELT  
Member

ELBERT A. MUTUC, RN, LPT, MAEd, EdD. (cand.)  
Member

Accepted and approved in partial fulfillment of the requirements for the course, Research Capstone Project.

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## Research Abstract

- The research abstract contains essential statements about the whole paper. It includes description of the study, methodology, major findings, conclusions and recommendations. This should be a one-page summary of the paper with 250 words, the most.

### ABSTRACT

This study entitled “Eco-Electric Tiles as the Key Factor to Resolve the High Cost on Electricity and Plastic Problems in One Private School in Marikina City” is a Narrative Experimental study which aimed to address the problem regarding the electric and plastic problems of the community. The researchers utilized the PET bottles in the Senior High School canteen for it to be transformed into eco-friendly tiles. Thus, they also attached beneath it the piezoelectricity that converts mechanical energy to electrical stored energy. With the product stated, the researchers used it as a key factor to resolve the increasing number of plastic wastes and high cost electricity. The study was developed as a response to the requirement of the subjects Inquiry, Investigation and Immersion and Research Capstone Project.

Data were collected by conducting an interview, consisting of two parts: the perspectives on plastic wastes and electricity consumption. The respondents were selected through purposive sampling, the study included 24 (twenty-four) students from the Senior High School Department of Our Lady of Perpetual Succor College.

Based from the results, two hypotheses were rejected and one was accepted, meaning eco-electric tiles can produce or generate electricity, could help lessen up the plastic wastes in the community, but it cannot produce sufficient electricity to shoulder the total power consumption of the Senior High School Department.

## Acknowledgments

- This includes names of institutions or people who extended help and support in the course of making the research. Designation/position of the person should be indicated. The author is free to decide on the order/hierarchy of persons to be acknowledged.

## Table of Contents

- This includes titles of sections in the manuscript. All parts should be reflected in this part.

## List of Tables

- This includes all the tables present in the entire manuscript from Chapter I to V. The page of where the table is to be seen should be reflected on this page.

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## **Introduction**

### **Background of the Study**

- This part includes the background information about the problem at hand. The introduction of a research should show that the author is familiar with the literature by developing a comprehensive background of the study. This part should be written in a direct to the point manner and should avoid persuasive writing. All information's, quotations, data's and idea's coming from literate authority should be properly cited using APA format.

### **Statement of the Problem**

- The major problem is stated in declarative form. This usually bears the title of the thesis or the main objective in conducting the study.
- Statement of the Problem should be written in an imperative form.
- The researcher should consider the following guidelines in evaluating the statement of the problem:
  1. Is the problem part of the research agenda and significant enough to add to the existing knowledge?
  2. Is the problem testable? Is it possible to collect data to answer the questions asked?
  3. Are the sub-problems completely researchable units?

### **Theoretical Framework/Conceptual Framework**

- The researcher/s explains the theory (if using theoretical framework) or the concept (if using conceptual framework) that guided the study. Concepts from authorities and theories of notable educators/philosophers are used in the discussion.

### **Methodology**

- This chapter presents the research method, population and sampling, respondents/participants of the study, research instruments, validation of the instrument, data gathering procedure, analysis of data, and statistical tools employed in the treatment.

### **Sampling Method**

- This part discusses the method of research that will be utilized by the researcher. He/She must be clear enough about the direction of his/her research. This will be the basis of what methodology is to be followed by the researcher/s.

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## Research Design

- This part discusses the design used as defined by the researcher/s and its importance to the study.

## Respondents of the Study

- It refers to the complete enumeration of the individuals that possess the characteristics which are of interest to the researcher for inferential purposes. Sampling or sample, on the other hand, is a proportion of the population chosen for the study which represents the entire population of interest.
- The sampling procedures are described in detail:
  - sampling technique used in the choices of subjects/respondents
  - how the sample/group is selected, whether it is representative of the population of interest
- The following guidelines may be used in choosing the sampling techniques:
  1. Is the research population clearly identified?
  2. Does the sample clearly represent the population to which the results are to be generalized?
  3. Are there adequate safeguards used to remove sampling bias?

## Instrument Used

- This part indicates if the instrument is a self-made instrument, copyrighted or an adapted one. If it is an adapted one, proper documentation should be observed. Citation should appear both in this section and in the reference list. Details such as parts of the questionnaire, number of items, and kind of questions are included.

## Data Gathering Technique

- This section contains the procedure followed by the researcher from the time of the distribution of the instrument/questionnaire up to the time of retrieval. This part is explained in detail- how the interview was conducted, how the questionnaires were retrieved, or how the test was administered.

## Statistical Treatment of Data (Quantitative)/Treatment of Data (Qualitative)

- This part presents the statistical tools or tools used in treating the data. Simple percentages and frequency counts are not consulted with a statistician as the researcher is expected to be able to do it by himself/herself.

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## Results and Discussion

- This part is introduced by the limitations of the study, which the researcher wishes to control or limit in order to delimit the broad coverage of the study, thereby permitting a thorough and a more in-depth investigation or discussion of the problem.
- This chapter presents the answers to the specific problems earlier raised in the study accordingly. The headings are topics based on the questions raised in the study. Thus, instead of using questions, the topical form is used. Citations are required as support to the findings and interpretation.

## References

- This part contains all sources cited in the study. Only works that appear in the text are included, which means that the in-text citations should match the reference list. There are no headings. All the sources are arranged in alphabetical order. The American Psychological Association (APA) format (6th edition) is used in the documentation of sources. This part is single-spaced.

## Manuscript Format (For Full Blown Research)

### Borders:

- Left side : 1.5"
- Right, Up, and Down side : 1"

### Font Style:

- Times New Romans or
- Arial

### Font Size:

- Main headings : 14
- Sub-headings : 14
- Content : 12

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## **THE MANUSCRIPT**

### **PRELIMINARIES:**

- Title Page
- Approval Sheet
- Acknowledgement
- Table of Contents
- List of Figures and Tables
- List of Abbreviations (if any)
- Abstract

### **CHAPTER I (THE PROBLEM AND ITS BACKGROUND)**

- Introduction
- Statement of the Problem
- Null Hypothesis / Hypothesis (for quantitative and experimental researches)
- Conceptual Framework (Flow of the research)
- Research Paradigm (IPO Model)
- Theoretical Framework (Optional)
- Scope and Delimitation
- Significance of the Study
- Definition of Terms

### **CHAPTER II (REVIEW OF RELATED LITERATURE AND STUDIES)**

Note: 15 or more related literature and studies

### **CHAPTER III (THE RESEARCH METHODOLOGY)**

- Sampling Method
- Research Design
- Respondents of the Study
- Instrument Used
- Data Gathering Technique
- Statistical Treatment of Data (For quantitative research) / Treatment of Data (for qualitative research)

### **CHAPTER IV (PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA)**

Note: Answer the problems stated in the Statement of the Problem (in order).

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## **CHAPTER V (SUMMARY, CONCLUSIONS AND RECOMMENDATIONS)**

**Bibliography**

**Appendices**

**Curriculum Vitae**

# PARTS OF A RESEARCH (IMRAD FORMAT)

## Title Page

- The name and address of the school appears at the upper most portion of the page. The logo of the institution is embedded on the left side of the school's name.
- The title appears like an inverted pyramid, written in upper case letters and single spaced.
- A short statement about the department, institution, and course where the paper was made and accomplished is encoded.
- The full legal name of the student/s appears in sentence case letters (*Note: For group researches, the names of the researchers should be arranged alphabetically through their surnames.*)
- The year when the manuscript is accomplished is written at the bottom of the page.

# ENDO:


## **EXPERIENCES OF CONTRACT-OF-SERVICE (COS) FILIPINO EMPLOYEES UPON END-OF-CONTRACT WITHIN MARIKINA CITY**

An IMRAD structured Research Paper  
presented to the Senior High School Faculty of Our Lady of Perpetual Succor College  
in Partial fulfillment of the requirements for the subject: Practical Research 11

Given Name M.I. Surname  
*Research Adviser*

Given Name M.I. Surname  
Given Name M.I. Surname  
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Given Name M.I. Surname  
Given Name M.I. Surname  
*Researchers*

May 2023



OUR LADY OF PERPETUAL SUCCOR COLLEGE  
Gen. Ordoñez St. Concepcion Uno, Marikina City  
Senior High School Department



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## Table of Contents

- This includes titles of sections in the manuscript. All parts should be reflected in this part.

## Abstract

- One paragraph of not more than 150 but not less than 250 words with the following brief contents:
  1. A sentence to identify the general research problem/purpose/objective.
  2. A sentence to describe the participants/respondents.
  3. A sentence to describe the research method and design.
  4. Two to Three sentences to give the general summary from the specific findings.
  5. A sentence to conclude from the general finding.

## Keywords

- Enumeration of not more 6 but not less than 3 key words.

## Introduction

- This phase involves a short introduction of the paper revolving around the research title that gives the readers a clear picture of it. This phase also integrates the scope and delimitation of the paper and its significance leading to the grand tour question. All concepts must be written comprehensively in a paragraph.
- Take note:
  1. No Theoretical Framework,
  2. No Conceptual Framework, and
  3. No Research Paradigm.
- Minimum of 2 pages and maximum of 5 pages only.

## Methodology

- Very concise justification of the appropriate use of existing qualitative methods for research designing in consideration of the Grand Tour Question along with the Sources of Data such as:
  1. selection of participants,
  2. interview and observation guides or protocols,
  3. data analysis and synthesis procedures, and
  4. ethical considerations.
- Maximum of 1 page only.

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## Results and Discussions

- Tables and or graphs are visible to present the results of the research.
- Interpretation is done comprehensively that leads immediately to the conclusion of the paper.
- All discussions and conclusion should be well written in a paragraph.
- The remaining pages will be allotted for this phase. The maximum number of pages for IMRAD format is 20 pages only (not counting the appendix until the curriculum vitae).

## References

- This part contains all sources cited in the study. Only works that appear in the text are included, which means that the in-text citations should match the reference list. There are no headings. All the sources are arranged in alphabetical order. The American Psychological Association (APA) format (6th edition) is used in the documentation of sources. This part is single-spaced.

## Manuscript Format (IMRAD)

### Borders:

- Left side : 1"
- Right, Up, and Down side : 1"

### Font Style:

- Times New Romans

### Font Size:

- Main headings : 20
- Content : 12

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## **THE IMRAD FORMAT - MANUSCRIPT**

### **PRELIMINARIES:**

- Title Page
- Table of Contents
- Abstract

### **INTRODUCTION**

### **METHODOLOGY**

### **RESULTS AND DISCUSSIONS**

### **REFERENCES**

### **APPENDICES**

### **CURRICULUM VITAE**

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# CODE OF ETHICAL CONDUCT IN RESEARCH

The research fee is directly allotted to the center by the OLOPSC Finance Department as to shoulder the expenses for the honorarium of the distinct panel of reactors during the final defense. The research

## - **Introduction**

This Code of Ethical Conduct in Research sets forth general guidelines, strategies, and principles of ethical conduct to guide the stakeholders toward the highest standards of scholarly and educational research. The guidelines, strategies, and principles embodies the goal of maintaining a standardized ethical practice among all the stakeholders of the institution. Furthermore, the College is persistent with its philosophy of bringing national development through its core values, the S-RICE (Spirituality, Responsibility, Integrity, Caring Culture, and Excellence).

## - **The Principle of Spirituality**

As an Educational Institution that follows Catholic beliefs through strong Marian Spirituality, the College adheres to value the Truth among the diverse concepts of life. As per Saint Thomas Aquinas, *“Truth is in God’s intellect properly and firstly; in human intellect it is present properly and derivatively.”* Thus, the College arrives at a succinct formula: truth is God and God is truth.

### ○ **Value for truth**

- Ensure that all pertinent data/s present in the manuscript are all accurate and timely.
- Keep detailed and complete records of research undertakings.
- Declare promptly any conflict of interest in any engagement specifically in the presentation of research results.
- Ensure that the research results are accessible to the public once the research is concluded.

## - **The Principle of Responsibility**

The institution upholds strong obligation to educate young learners to value education by promoting love for research and the ability to reinforce the value of responsibility of propagating facts to edify the local populace from the realities of today. Thus, these facts serve as a baseline to help individuals in their decision making and policy making capabilities.

### ○ **Responsible dissemination of scientific knowledge to the public.**

- Call the attention of the public and the local authorities to any hazard that was observed from the paper that threatens human and environmental safety.
- Inform and educate the public on the scientific knowledge acquired specifically on the new information/s on human practices, attitudes, events, and other phenomena that present significant benefit to the local community.
- Avoid misleading or exaggerated statements in the research manuscript.

### ○ **Promotion of interests of the local community**

- Conduct research that serves the needs of the local community.

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- Promote the best interests of the local community or persons who will be affected by the research.
  - Seek the involvement of the local community in the determination of their best interests.
  - Immerse on certain local communities as to properly evaluate problems or potential problems that might be experienced by such group/s soon.
- ***Safe and responsible conduct of research***
    - Observe safety practices in all research activities.
    - Avoid deliberate violation of circumvention of regulations governing research.
    - Refrain from causing harm, stress or pain to any animal in any experiment that does not contribute any substantial benefit to human society that has not been discovered already. For experiments on animals which cannot be avoided, it is the duty of the researcher/s to treat them humanely, minimizing pain and to undertake curative measures thereafter.
    - Ensure that laboratory wastes are properly disposed or treated, and research activities do not result in environmental degradation.
    - Point out to the readers the potential dangers or threats to their interest.
- **The Principle of Integrity**
    - ***Recognition of intellectual property***
      - Discuss among stakeholders the fair distribution of legal ownership of the research and/or its product.
      - Distribute fairly the legal ownership of the research and/or its product among the stakeholders.
      - Inculcate or cite the authors of reliable and timely sources in the manuscript to enhance the credibility of the paper.
- **The Principle of Caring Culture**
    - ***Equal treatment and respect towards research participants and consumers***
      - Respect cultural, individual, and role differences among research participants and consumers, including those based on age, sex, gender, identity, sexual orientation, nationality, ethnicity, disability, language, or socio-civic status.
      - Eliminate from the research practices and reports that hold biases on the aforementioned factors.
    - ***Guarding participants' confidentiality and autonomy rights***
      - Protect the participant's privacy and confidentiality.
      - Ensure that informed consent is obtained from all human participants of an experiment or study.
      - Ensure and or issue a parental consent form and assent form to all minor human participants of any experiment or study.

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- Maintain the autonomy of participants, especially students and subordinates, by refraining from offering inducements that may serve to coerce them into participating.
  - Safeguard the rights and welfare of persons and communities whose status and vulnerabilities may impact autonomous decision-making.
  - The participants have the right to withdraw from the study at any time for any reason, with no negative repercussions from such withdrawal.
- **The Principle of Excellence**
    - *Providing timely and relevant papers for the modern community*
      - Focus on problems and potential queries of the modern community to expand the learning of the local populace on the proper decision making as to fully resolve existing and future problems of the locality.
      - Provide enough and proper interpretation of data/s acquired through the use of relevant and timely literature and studies from local and foreign papers.

## RESEARCH FEE

- The research fee is directly allotted to the center by the OLOPSC Finance Department as to shoulder the expenses for the honorarium of the distinct panel of reactors during the final defense. The research center manages these funds as to give proper honorarium fee to the experts in the field.

## THE EXPERTS / PANEL OF REACTORS

- All degree holders may be invited to become panel of reactors provided that the paper they are critiquing is in line with their field.
- A master's degree holder or even a personality with a Doctorate Degree in Philosophy or in Education are to be tapped if available to critic any research paper in the field that they are expert on (The master's degree holder and doctorate degree holders are the priority to be tapped in all defenses).
- A defense must have 3 panel of reactors: 1 panel to check the grammar, 1 panel to check the statistics (if quantitative)/technicalities (if qualitative), 1 panel expert in the field of study.

## QUALIFICATION STANDARDS OF PANELISTS

- Full-time or part-time faculty member or employee of a certain institution or industry practitioner; and
- At least gained his/her bachelor's degree with research experience (evidenced by research outputs or publications). On the other hand, an industry practitioner should have at least three years of supervisory experience in related industry or direct client of company-based-research.

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## FUNCTIONS OF THE PANEL OF REACTORS

- Evaluate the final research outputs of the student-researcher/s. The defense panel report shall serve as a reference material of student-researchers. Only written comments or suggestions shall be considered as basis for the final approval of the paper. Panelists are requested to be specific in their comments (i.e.: identify what and how to revise).
- May be assigned as chair during the defense. The specific functions of the chair shall be:
  - a. to lead or direct the group during the defense;
  - b. to moderate the deliberation of critical issues or questions; and
  - c. to explain or discuss with the students the reasons for revision.
- Rate the research manuscript as well as the oral defense performed by the student-researcher/s. (Note: No outside student consultation/s to the panel of reactors shall occur before or after the defense proper.)
- Sign the approval sheet after the student-researcher/s have accomplished their comments and recommendations in the manuscript.

## HONORARIUM

Honorariums in the form of food refreshments are given to all panel members. No monetary compensation is allotted to them to avoid unnecessary questions and or issues pertaining to such.

## GUIDELINES FOR THE FINAL DEFENSE (PAPER AND ORAL PRESENTATION) – *SAMO'T-SALIK*

- The research adviser shall arrange the schedule for the final defense (paper and oral presentation) – *Samo't-Salik* based on the timetable of school activities. No defense shall be made two (2) weeks before the graduation or during the exam week of the students.
- All groups that are for final defense should prepare the following three (3) days before the final defense:
  - o 4 sets of manuscripts (3 for the panel of reactors and 1 for the adviser).
  - o Research Poster (for core and applied subjects) / Video Presentation of Prototype (for specialized subjects)
  - o PowerPoint Presentation with the following contents:  
For Full-Blown Research:
    1. Introduction (pictures or graphical organizer)
    2. Statement of the Problem
    3. Conceptual Framework
    4. Research Paradigm / Theoretical Framework
    5. Respondents of the Study

- 
6. Treatment of Data
  7. Research Instrument
  8. Findings (tables only)
  9. Summary of findings
  10. Conclusions and
  11. Recommendations

For IMRAD Format:

1. Introduction (picture or graphical organizer)
  2. Statement of the Problem
  3. Methodology
  4. Results and Discussions
- Submission of requirements will be up to 5:00 PM only of the designated due date. Late submission or non-compliance will mean a “Re-defense” status. On the other hand, students with a “Re-defense status” will obtain the highest grade of 80% in oral defense grade and will be disqualified for the Best Research Paper Award.
  - The research adviser shall facilitate, monitor, and evaluate the conduct of the defense.
  - The members of the panel shall be given individual copy of the research output at least two (2) days before the defense proper. They shall critique and give their comments, suggestions, and recommendations on the defense panel report. They shall also grade the research output based on the rubrics given by the Research and Publications Center of the institution.
  - Only written comments, suggestions, and recommendations shall be considered as bases for the final approval of the manuscript.
  - When conflict of ideas arises between or among the panelists, the research adviser shall have the full decision as what to do with the manuscript/paper.
  - The panel members shall grade the student-researchers based on the rubrics provided. The numerical system of grading must be followed:
    - 100 : Passed with no revisions
    - 90 – 99 : Passed with minor revisions (Minor A)
    - 80 – 89 : Passed with minor revisions (Minor B)
    - 75 – 79 : Passed with major revisions
    - 74 – below : Unsatisfactory / Failed
  - The student-presenter/s shall prepare the visual equipment and materials needed in the presentation. They shall also prepare individual nameplates for identification.
  - The student-presenter/s must come on time (at least 10 minutes before the defense proper). Late comers shall not be accommodated in the defense, thus, will be rescheduled with a re-defense status.



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- Any group or member who fails to come on the scheduled date of defense shall be given another chance provided that the reason of absence is valid. However, the student-researcher/s will be rescheduled to another defense date.
  - The defense session is re-scheduled if two (2) guest panel members fail to come on the set date. However, the research adviser has the prerogative to replace the absentee on the re-scheduled date of defense.
  - The final edited manuscript containing all the suggestions and recommendations of the panel of reactors must be submitted a week after the defense proper. Failure to submit the document will result to a failing grade and is subject for disqualification for the Best Research Paper Award.

## SUBMISSION OF FINAL RESEARCH OUTPUTS

- 3 hard bound copies of the manuscript (1 for the SHS Learning Resource Center, 1 for the Research and Publications Center, 1 for the Adviser)  
Note: The color of the hardbound document depends on the color of the strand (ex: Green - STEM).
- Soft copies of the file (both in document and PDF File) to be saved in the Research and Publications Center Drive. (The point person will upload the files at [lingap.ga](http://lingap.ga) – online research repository of the school).
- Final copy of the research poster (for core and applied subjects) / video presentation of the prototype (for specialized subjects) – soft copies only.

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# PROVISION FOR THE BEST RESEARCH PAPER (INQUIRIES, INVESTIGATION, AND IMMERSION COURSE)

## **INITIAL PHASE:**

1. The award is only open and applicable to all bonafide grade 12 students of Our Lady of Perpetual Succor College.
2. All papers submitted through the course, Inquiries, Investigation, and Immersion are qualified to be recipients of the said award. Provided that the full-blown research paper is fully accomplished and has undergone Title defense, Colloquium and Final Defense.

## **PRE-EVALUATION PHASE:**

1. The papers will be evaluated using the grade given by the panel of reactors (experts in the field) during the final defense.
2. The research paper is evaluated and graded in two separate dimensions, the manuscript which takes about 60% and the oral defense or presentation which accounts for the remaining 40% of the entire project and process (Sampa, 2012).

## **POST-EVALUATION PHASE:**

1. All papers are qualified for the post-evaluation by the principal, provided they receive a minimum grade of 95% or its equivalent in the pre-evaluation phase.
2. A second screening, the principal shall appoint three (3) panelists who shall judge the research papers based on the following criteria:
  - 2.1 Relevance and contribution to theory or body of knowledge, or to the subject of inquiry.

Note: The manuscript will not provide the list of students involved in making the paper.  
to avoid bias.

3. The candidate receiving the highest grade from the post-evaluation phase shall be declared Awardee for Best Research Paper.

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# PROVISION FOR THE BEST RESEARCH CAPSTONE PROJECT (RESEARCH CAPSTONE PROJECT COURSE)

## INITIAL PHASE:

1. The award is only open and applicable to all bonafide grade 12 Science, Technology, Engineering and Mathematics (STEM) students of Our Lady of Perpetual Succor College.
3. All papers submitted through the course; Research Capstone Project are qualified to be recipients of the said award. Provided that the full-blown research paper is fully accomplished and has undergone Title defense, Colloquium and Final Defense.

## PRE-EVALUATION PHASE:

1. The papers will be evaluated using the grade given by the panel of reactors (experts in the field) during the final defense.
2. The research paper is evaluated and graded in two separate dimensions, the manuscript which takes about 60% and the oral defense or presentation which accounts for the remaining 40% of the entire project and process (Sampa, 2012).

## POST-EVALUATION PHASE:

1. All papers are qualified for the post-evaluation by the principal, provided they receive a minimum grade of 95% or its equivalent in the pre-evaluation phase.
2. A second screening, the principal shall appoint three (3) panelists who shall judge the research papers based on the following criteria:
  - 2.1 Relevance, Innovation and contribution to theory or body of knowledge, or to the subject of inquiry.
  - 2.2 Scientific Method in the conduct of the research paper.

Note: The manuscript will not provide the list of students involved in making the paper. to avoid bias.

3. The candidate receiving the highest grade from the post-evaluation phase shall be declared Awardee for Best Research Capstone Project.

# RUBRICS FOR THE PRE-EVALUATION PHASE

## (RUBRICS FOR THE FINAL DEFENSE FOR RESEARCH CAPSTONE PROJECT AND INQUIRIES, INVESTIGATION, AND IMMERSION COURSE)

### Research Manuscript (60%)

CRITERIA		DOES NOT MEET STANDARDS (0-5)	NEARLY MEETS STANDARDS (6-10)	MEETS STANDARDS (11-15)	EXCEEDS STANDARDS (16-20)	SCORE
1	Chapter I (The Problem and its Background)	<p>Chapter I contains the following subtopics:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Statement of the Problem</li> <li>• Hypothesis/ Null Hypothesis</li> <li>• Conceptual/ Theoretical Framework</li> <li>• Scope and Delimitation</li> <li>• Significance of the Study and</li> <li>• Definition of Terms.</li> </ul> <p>The researchers have not successfully discussed the topic of the research. There are major things to be considered in terms of grammar, scientific basis and statistical concept. The researcher needs to revisit and redo majority of the subtopics in this chapter.</p>	<p>Chapter I contains the following subtopics:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Statement of the Problem</li> <li>• Hypothesis/ Null Hypothesis</li> <li>• Conceptual/ Theoretical Framework</li> <li>• Scope and Delimitation</li> <li>• Significance of the Study and</li> <li>• Definition of Terms.</li> </ul> <p>The researchers discussed the topic of the research. But, needs to elaborate more to deepen the study. There are major corrections in terms of grammar, scientific basis and statistical concept in this part of the researcher's thesis.</p>	<p>Chapter I contains the following subtopics:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Statement of the Problem</li> <li>• Hypothesis /Null Hypothesis</li> <li>• Conceptual/ Theoretical Framework</li> <li>• Scope and Delimitation</li> <li>• Significance of the Study and</li> <li>• Definition of Terms.</li> </ul> <p>The researchers discussed the research topic well. It gave the readers a glimpse of the research topic. There are minimal corrections in terms of grammar, scientific basis and statistical concept in this part of the researcher's thesis.</p>	<p>Chapter I contains the following subtopics:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Statement of the Problem</li> <li>• Hypothesis/ Null Hypothesis</li> <li>• Conceptual/ Theoretical Framework</li> <li>• Scope and Delimitation</li> <li>• Significance of the Study and</li> <li>• Definition of Terms.</li> </ul> <p>The researchers discussed fully the research topic. It gave the readers a big picture of the agenda of their research. There are no corrections in terms of grammar, scientific basis and statistical concept in this part of the researcher's thesis.</p>	

2	<b>Chapter II (Review of Related Literature and Studies)</b>	The researchers fail to compile 15 Literatures (8 Local and 7 Foreign).	The researchers lack a numerous amount of related literature and studies. They fail to meet the standards of 15 Literature (8 Local and 7 Foreign). Most of the literature and studies are outdated.	The researchers compiled a numerous amount of related literature and studies related to their research but, the researchers lack the expectation of 15 literatures (8 Local and 7 Foreign). Majority of the literature and studies are updated following the 5 years timespan.	The researchers compiled a number of related literature and studies related to their research. The researchers exceeded the 15 literature expectations (8 Local, 7 Foreign). All literatures and studies are updated following the 5 years timespan.	
3	<b>Chapter III (Methods and Procedure)</b>	<p>Chapter III includes the following subtopics:</p> <ul style="list-style-type: none"> <li>• Sampling Method</li> <li>• Research Design</li> <li>• Respondents of the Study</li> <li>• Instrument Used</li> <li>• Data Gathering Technique and</li> <li>• Statistical Treatment of Data or Treatment of Data</li> </ul> <p>The researcher failed to discussed the proper method and procedure of their study. A much fitting method and procedure is suggested to the researchers. Majority of the ideas in Chapter III are not in parallel with Chapter I. Major revision is needed.</p>	<p>Chapter III includes the following subtopics:</p> <ul style="list-style-type: none"> <li>• Sampling Method</li> <li>• Research Design</li> <li>• Respondents of the Study</li> <li>• Instrument Used</li> <li>• Data Gathering Technique and</li> <li>• Statistical Treatment of Data or Treatment of Data</li> </ul> <p>The researchers somehow discussed the proper method and procedure of their study. Some parts are not in parallel with Chapter I. Corrections were noted and needs revision.</p>	<p>Chapter III includes the following subtopics:</p> <ul style="list-style-type: none"> <li>• Sampling Method</li> <li>• Research Design</li> <li>• Respondents of the Study</li> <li>• Instrument Used</li> <li>• Data Gathering Technique and</li> <li>• Statistical Treatment of Data or Treatment of Data</li> </ul> <p>The researchers discussed the methods and procedure of the study well. The researchers need to address small parts which are not in parallel with Chapter I. Very minimal corrections were noted.</p>	<p>Chapter III includes the following subtopics:</p> <ul style="list-style-type: none"> <li>• Sampling Method</li> <li>• Research Design</li> <li>• Respondents of the Study</li> <li>• Instrument Used</li> <li>• Data Gathering Technique and</li> <li>• Statistical Treatment of Data or Treatment of Data</li> </ul> <p>The researchers discussed in a comprehensive manner the methods and procedure of their research. The researchers ideas present in Chapter III are in parallel with Chapter I. No corrections were noted.</p>	
4	<b>Chapter IV (Presentation, Analysis and Interpretation of Data)</b>	Chapter IV has not successfully answered the problems in Chapter I. Major revisions are to be made to make this chapter meaningful.	Chapter IV answered a few problems present in the Statement of the Problem in Chapter I. It involves a few discussion of the answers to the problems in Chapter I. Few were linked with relevant and updated Literature to support their claim/s.	Chapter IV answered majority of the problems present in the Statement of the Problem on Chapter I. It involves a full discussion of the answers to the problems in Chapter I that is linked with relevant and updated Literature to support the claim/s.	Chapter IV answered all the problems present in the Statement of the Problem on Chapter I. It involves a comprehensive discussion of answers to the problems in Chapter I that is linked with relevant and updated Literature to support the claim/s.	

5	Chapter V (Summary of Findings, Conclusions and Recommendations)	Chapter V has not successfully present the summary of findings, conclusions and recommendations for the research. The researchers should revisit and should make major revision in this chapter as validated buy the panel of reactors.	Chapter V involves a few statements for the findings of the research. Conclusions and recommendations were written but is insufficient for the future researchers to utilize.	Chapter V involves a set of statements for the findings. Conclusions and recommendations were also written but needs to add more as validated and approved by the panel of reactors.	Chapter V involves a complete statement of findings in the research conducted. Conclusions and recommendations were also seen as complete and have potential for further studies of future researchers.	
TOTAL						

### Oral Presentation (40%)

Points Earned	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Score
	16-20	11-15	6-10	
Grooming / Personality	Conducts self with excellent propriety & respectability in clothes, manners & behavior.	Conducts self with adequate propriety & respectability in clothes, manners & behavior	Conducts self with poor propriety & respectability in clothes, manners & behavior	
Confidence	Excellent mastery of the subject matter.	Good mastery of the subject matter.	Poor mastery of the subject matter.	
Articulateness / Delivery	Excellent communication skills.	Good/ Satisfactory communication skills	Poor communication skills.	
Ability to answer questions	Excellently answers the questions relevant to the paper.	Satisfactorily answers the questions relevant to the paper.	Poorly answers the questions relevant to the paper.	
Quality of the answer	Answers are very satisfactory.	Answers are very moderately satisfied.	Answers are inadequate.	

## Rubrics For the Post-Evaluation Phase (100%)

No.	Points Earned	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Score
		8-10	5-7	2-4	
	RESEARCH MANUSCRIPT				
1	Physical Make-up of the Research Paper	Excellent paper presentation in terms of physical make-up/ appearance.	Adequate paper presentation in terms of the physical make-up/ appearance.	Poor paper presentation in terms of the physical make-up/ appearance.	
2	Research Question determines what needs to be learned, questions to answer	Research is accurately defined.	Research is adequately defined.	Research is poorly defined or undefined.	
3	Manuscript addresses research question(s).	Well constructed manuscript.	Adequate manuscript.	Poor manuscript.	
4	Discussion/ Detail	Excellent discussion/ detail.	Adequate discussion/ detail.	Vague/shallow discussion/ detail.	
5	Argument	Clear Argument.	Adequate Argument.	Inadequate or missing argument.	
6	Depth of Insight / Analysis	Impressive depth of insight/ analysis.	Adequate depth of insight/ analysis.	Inadequate insight/ analysis.	
7	Organization	Clear organization.	Adequate organization.	Confusing or weak organization.	
8	Scientific Context	Excellent Scientific Context/ development.	Adequate Scientific Context/ development.	Poor sense or missing Scientific Context/ development	
9	Variety of Sources	Excellent variety of sources; excellent	Adequate number of sources;	Inadequate number of sources;	

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		use of relevant materials.	adequate use of relevant materials.	inadequate use of relevant materials.	
<b>10</b>	<b>References in Bibliography</b>	Adequately/ correctly credits references.	Correctly credits references.	Incorrectly credits references or credits missing.	



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# PROCESS OF COLLECTION, EVALUATION & PUBLICATION OF RESEARCH WORKS

## PHASE 1: Collection of Submissions and Initial Review (SOCCORRO)

1. A call for papers will be announced at least two (2) months before the start of the reviewing process. Aside from the research works expected for this school year, papers accomplished during the previous semesters by students and teachers alike are also welcome.
2. Authorship could be by an individual student/teacher or by a group. For group submissions, the privilege of being the first author will be given to the leader of the research group.
3. Submissions in IMRAD format should be limited to 3000-6000 words, excluding notes and references, and should include a 150-200 word abstract and 4 related keywords. Styles and other formatting matters will follow the standards provided in the OLOPSC Research Manual.
4. Articles submitted in response to the call for papers will undergo a blind review by a committee duly designated according to the thrust and field of the article. Alternatively, articles solicited for inclusion in the journal on account of their scholarly merit need not undergo the blind review process. This pertains to the students' research papers nominated for the Best Research Paper award from each strand. This may also include the works teachers, not limited to OLOPSC faculty members, solicited on account of their commendable research work.
5. Accepted submissions will be returned to the authors for possible minor revisions and editing. They will submit the articles on or before a designated date, after which the final editing of the journal issue will begin.

## PHASE 2: Forwarding of Selected Submissions to Psychology and Education: A Multidisciplinary Journal (PEMJ)

1. Through the initiative of the STEM strand chairperson, a proposal for an institutional partnership between OLOPSC and PEMJ has been secured. This grants OLOPSC several privileges, including free access to academic journals under SciMatic (e.g., *Journal of Ongoing Chemical Research*, *Psychology and Education: A Multidisciplinary Journal*, etc.), linkages to other institutional partners and experts in the field of research, and publication-related discounts, among others (See the attached 'School Partnership Proposal Letter').
2. Having assured the academic import and dissemination merits of the nominated *Best Research Papers* from the SHS strands, the reviewing committee will ensure that these papers abide by the initial format and content requirements for PEMJ submissions.
3. The reviewing committee of PEMJ will conduct a review process of its own, the results of which will be made to OLOPSC as its partner institution after a certain period of time (usually after a month).

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### **PHASE 3: PEMJ Results and drafting of SOCORRO's Issue Manuscript**

1. Upon receiving PEMJ's review outcome, SOCORRO will work on the process of having the accepted research papers included in its upcoming issue.
2. The remaining submissions will be subjected to the editorial committee's final review for minor revisions and final editing.
3. Once all revisions and editing are finalized, the editorial committee will release a manuscript, subject to the final approval of OLOPSC administration, after which the publication of the journal's issue shall commence.



**SOCORRO**  
THE RESEARCH JOURNAL OF  
OUR LADY OF PERPETUAL SUCCOR COLLEGE