MEMORANDUM FROM THE REGIONAL DIRECTOR
No. _____, S. 2022

For	:	**PRESIDENTS/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) OFFERING INFORMATION TECHNOLOGY EDUCATION (ITE) PROGRAMS**
Attention	:	**ITE DEANS/PROGRAM HEADS/FACULTY MEMBERS/STUDENTS**
Subject	:	**PARTICIPATION IN THE INFORMATION TECHNOLOGY RESEARCH CONGRESS ON JUNE 15, 2022 AT THE MALAYAN COLLEGES MINDANAO, DAVAO CITY**
Date	:	**May 23, 2022**

The Commission on Higher Education Regional Office XI hereby endorses the conduct of the **Information Technology Research Congress on June 15, 2022 at the Malayan Colleges Mindanao, MacArthur Highway, Matina, Davao City.**
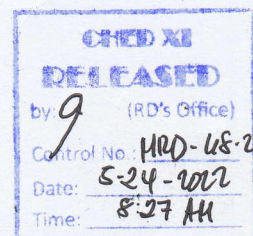
Higher Education Institutions in Region XI offering ITE programs are encouraged to send their Deans / Program Heads / Faculty Members / students in this activity.

Attached is the communication from the Philippine Society of Information Technology Educators XI (PSITE XI) and the Council of Deans of Information Technology Education XI (CDITE XI) which contains relevant information for your reference.

For the Director IV:

LUIS D. PEREZ, RCE, PhD
Chief Education Program Specialist

CHED XI
RELEASED
by: 9   (RD's Office)
Control No: HRD-48-22
Date: 5-24-2022
Time: 8:27 AM

Control Number: 2022-___-___-_____

May 16, 2022

DR. MARICAR R. CASQUEJO, CESO III
Director IV, Commission on Higher Education XI
Loyola St., Davao City

        Thru   :   **ENGR. RODRIGO S. PANGANTIHON**
                          Education Supervisor II

Dear Dr. Casquejo,

Greetings!

We are pleased to inform you that the Philippine Society of IT Educators XI and Council of Deans in IT Education will be conducting an Information Technology Research Congress with the theme "Sustaining IT Research in the Era of COVID-19 Pandemic" on June 15, 2022, 8:00am to 5:00pm at the Malayan Colleges Mindanao, MacArthur Highway, Matina, Davao City.

The registration fee for IT Research Congress participant is Php100.00 and IT Research Entry is Php500.00.

We will be inviting speakers from the industry to provide inputs to the students and educators on the trends and development in ICT.

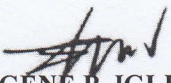Online registration links are provided below:
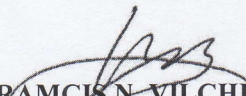
        IT Research Congress participant: https://forms.gle/nM26YomPT7RpUjFr9
        IT Research Entry: https://forms.gle/aXjaqzH4VFoCUCRY6

In view of the above, we would like to request for endorsement from your office so that we can get the cooperation and full participation from HEIs in the region that are offering IT Education programs.

Thank you and we hope for your kind support.

Sincerely,

EUGENE P. IGLESIAS
President, PSITE XI

RAMCIS N. VILCHEZ
President, CDITE XI

PSITE
DAVAO REGION

Information Technology Research Congress
Venue: Malayan Colleges Mindanao
Host: Mr. Meljohn Aborde

Program of Activities

8:00 AM	Registration
8:45 AM	Opening Program
	National Anthem - AVP
	Opening Prayer -- AVP
	Roll Call of Participants
	Opening Remarks - Eugene P. Iglesias, PSITE XI President
	Inspirational Message & CHED Updates
	Paper Presentations
9:15 AM	Paper Presentation 1
9:40 AM	Paper Presentation 2
10:05 AM	Paper Presentation 3
10:30 AM	Sponsor's Time 1
10:55 AM	Paper Presentation 4
11:20 AM	Paper Presentation 5
11:45 AM	LUNCH BREAK
1:00 PM	Sponsor's Time 2
1:30 PM	Paper Presentation 6
1:55 PM	Paper Presentation 7
2:20 PM	Paper Presentation 8
2:45 PM	Paper Presentation 9
3:10 PM	Paper Presentation 10
3:35 PM	Raffle
4:00 PM	Closing Program
	Awarding of Certificates
	Closing Message – Mr. Ramcis N. Vilchez, CDITE XI President

Guidelines for Project/Model/Prototype Presentation
June 2022

A. Eligibility

1. All ITE undergraduate students who have conducted research projects in colleges and universities within Region XI and duly endorsed by their respective academic heads are eligible to submit entries for the competition.
2. A student or a group of students is allowed to submit one research project only.
3. The submitted entries must be completed.
4. Each school is given a slot of two entries maximum.

B. Topics and Categories

1. The projects must be relevant to the theme of the congress. Applied research projects that are technically sound and innovative are preferred.
2. The categories are the following:
   a. Commercial/Industrial/Smart Manufacturing
   b. Education/Agriculture/Health
   c. Game Development/Mobile
3. The respective schools shall decide on what category their entries may fall. Each school is allowed to send up to two entries maximum for each category.

C. Preparation, Deadline of Submission and Exhibit

1. Prepare a research summary in MS Word format according to the suggested format (see attached sample format).
2. Your school must decide on what category your entry will fall. However, if needed, the committee will still have the final decision.
3. Send a copy **on or before June 1, 2022** (maximum of 3 pages; 8.5 x 11 inches portrait letter size) for review to:

The PSITE XI Secretariat – Mel John Aborde
Email to: mjaborde@umindanao.edu.ph

The content of the email must also include (i) researcher's name/s, (ii) contact number, (iii) school affiliation, (iv) faculty advisor, (v) title of paper, (vi) category.

4. Contestants are required to pay a **registration fee of Php 500.00/ Paper. The registration will include 3 members of the research team.**
5. All entries must be exhibited during the congress. The project model or prototype and research summary in a tarpaulin (3 ft by 4 ft – portrait size) must be displayed throughout the duration of the congress.
6. The tarpaulin should contain the following:
   a. Name/ Title of the project
   b. Authors Name
   c. Brief Description of the project (Include only important information that describes the project)
7. The researchers are required to be present throughout the congress.

D.   **Presentations and Final Judging**

1.   The researchers are required to present and discuss their project models or prototypes before the panel of judges during the preliminary round on the day of the congress.

2.   Presenters must wear their respective school uniforms or business attire/ OJT Uniforms.

3.   The winners will be announced after the judges have completed their interviews and consolidated their final reports.

E.   **Tips to make the presentation effective, productive, and exciting**

1.   Be aware that most of the audiences are non-experts but may be stakeholders in the field or discipline of your study.

2.   Present the highlights of your study.

3.   Focus on the following:

a.   What is your research all about?

b.   How is your research different from the others?

c.   What did you want to discover?

d.   What are your research methods?

e.   What did you find out?

f.   What can you deduce from your discovery?

g.   What are your recommendations?

4.   Encourage conversation after your talk.

F.   **Criteria and Judging**

1.   The Judges will be provided with research rubrics for judging. Entries shall be judged according to scholarly criteria:

i.Applicability (35%)

ii.Innovation (30%)

iii.Technical Soundness (25%)

iv.Oral Presentation (10%).

2.   Entries shall be judged by a panel of at least three judges:

i.an inventor

ii.an entrepreneur/venture capitalist, and

iii.an engineer/technology expert.

3.   The judges' decision shall be final and not subject to appeal.

G.   **Non-Disclosure Agreement**

The judges, members of the secretariat, organizing/selection committee members shall be required to sign **non-disclosure agreements** to protect the intellectual property rights of the proponents.

G. **Awarding and Prizes**

Winning entries shall be awarded with certificates and cash prizes during the closing ceremonies of the congress.

Guidelines for Research Poster
June 2022

A. Eligibility

1. All ITE undergraduate students who have conducted research projects in colleges and universities within Region XI and duly endorsed by their respective academic heads are eligible to submit entries for the competition.

2. A student or a group of students is allowed to submit one research project only.

3. The submitted entries must be completed.

4. Each school is given a slot of three entries maximum per category.

B. Topics and Categories

1. The projects must be relevant to the ITE theme of the congress. Applied research projects that are technically sound and innovative are preferred.

2. The categories are the following:

- Commercial/Industrial/Smart Manufacturing

- Education/Agriculture/Health

- Game Development/Mobile

3. The respective schools shall decide on what category their entries may fall. Each school is allowed to send up to three (3) entries per category.

C. Preparation and Deadline of Submission

1. Send a copy of your abstract (not less than 250 words) in MS Word format **on or before June 1, 2022** for review. Once the abstract has been reviewed, you will be notified within 3 days through email whether to proceed or not.

The PSITE XI Secretariat – Mel John Aborde

Email to: mjaborde@umindanao.edu.ph

2. If you will receive an email notifying you to proceed, then start preparing a research poster in JPG or PNG file format. Follow section D.6 as your guide, then email your entries on or before _____.

3. The content of the email must also include (i) researcher's name/s, (ii) contact number, (iii) school affiliation, (iv) faculty advisor, (v) title of paper, and (vii) category.

4. Your school must decide on what category your entry will fall. However, if needed, the committee will still have the final decision.

5. Contestants are required to pay a **registration fee of Php 500.00/ paper.**

D. Mechanics

Poster should be readable from a distance, attractive, well-organized, self-explanatory, and should present only the main ideas. Do not overwhelm the audience with cluttered data or explanations. The purpose of a poster is to illustrate an explanation of your research to a viewer. The researchers must be present throughout the congress. The guidelines for the preparation of the poster are the following:

1. **SIZE**. The whole poster should be presented in a 70" (H) x 33" (W) tarpaulin.

2. **TEXT LETTERING**. Use simple fonts and sizes that are at least 20 points (about 6 mm high).

3. **TEXT COLORS**. There shall be no restrictions on the numbers of colors. Dark type on light, plain background is easiest to read. *Tips:* Good two-color combinations are black on white, black on yellow, black on pink, dark red on white, dark blue on white, and dark blue on yellow.

4.   **ILLUSTRATIONS.** Figures, charts and graphs should be at least 5" x 7" (12.5 cm x 18 cm). Captions and labels on diagrams should be readable from two meters away, and not cluttered with unnecessary details. Diagrams and graphs should have no more than 6 lines in contrasting colors. Use only one vertical scale per graph. Graphs are preferable to tables.

5.   **ORGANIZATION.** The design should flow sequentially from one part to the next. Numbers or arrows may be used to help the eye move from item in the correct order. Left to right, top to bottom. Do not clutter with either texts or artworks.

6.   **ELEMENTS OF A POSTER**

a. TITLE AND AUTHOR
i.   Use font size of 72 points (about 2 cm) for the main title and 40 points (less than 1 cm) for subtitle and author/s.
ii.   Should be readable from 15-20 feet away.
iii.   Use active voice and avoid verb "to be" whenever possible; use present tense.

b. ABSTRACT
i.   Identify what is being studied, how are you studying it, and the variables used in the study
ii.   State the problems and objectives of the study
iii.   State your findings

c. INTRODUCTION
i.   State the relevant background and description of the area of study
ii.   Generally one or two paragraphs that end with a clear statement of the predictions that you tested.

d. METHODS
i.   Present the basic experimental design
ii.   Describe the materials and the methods employed
iii.   Include diagram or figure that will help clarify your methods

e. RESULTS & DISCUSSION
i.   Describe the data collected and the statistical methods used in analyzing your data
ii.   Generally composed of figures, charts, tables, and one paragraph discussion

f. CONCLUSION & RECOMMENDATIONS
i.   Relate the research to other researchers in the area of study and describe the contribution made by the study.
ii.   Offer future suggestions generated by your results and the significance of the results to other areas of science
iii.   Generally composed of one or two paragraphs

g. REFERENCES
i.   Provide a list of references cited in the poster
ii.   Use IEEE 2006 citation and bibliography format

h. ACKNOWLEDGEMENTS
i.   Acknowledge and thank the funding agency, individuals, and other funding resources that contributed to the accomplishment of the research.

7.   **INSTALLATION OF POSTER.** All posters should be installed on the morning of the conference. The presenters are requested to bring their own poster stands. Posting venue shall be designated by the organizing committee.

E. Criteria for Judging

1.   Entries shall be judged according to the following criteria:
a.   Poster Exhibit (70 points)

	i.	Content	30
	ii.	Creativity	25
	iii.	Content Quality	10
	iv.	Visual Appeal	5

b.   Oral Presentation (30 points)

	i.	Content	10
	ii.	Delivery	20

2.   Entries shall be judged by a panel of at least three judges.
3.   The panel decision shall be final and not subject to appeal.

F. Awarding and Prizes

Winning entries shall be awarded certificates and cash prizes during the closing ceremonies of the congress.

Title of the Research

Name of Author(s): Surname, Given Name, MI.[1] and Surname, Given Name, MI.[2]

[1] Author #1: Affiliation, Address, Email Address

[2] Author #2: Affiliation, Address, Email Address

(please leave 2 blank spaces here)

ABSTRACT

This abstract should contain at most 100 words, which will summarize the importance of the project, technologies and innovations employed, and commercial/industrial applications. Note that the executive summary should be compressed in one to three pages, which will contain all the most important aspects of your study.

Keywords: **contains 3-4 words from abstract separated by comma.**

1. INTRODUCTION

The introduction of the executive summary should state approximately 300 words the nature of the project and why you are studying it. It should provide background information about the work and its significance, while highlighting other relevant literature and specifying how it relates to or differs from your work. You should also discuss the scope and limitations of your study in the introduction.

2. OBJECTIVES

This section should be in Times New Roman, Font size 8, justified, and single-spaced. It should be noted that the objectives of the study should be presented in paragraph form. Bullets or numbers should not be used.

3. MATERIALS AND METHODS

This section has the same format as the Objectives. Please label all the tables and figures used as described in the next section.

4. RESULTS AND DISCUSSIONS

The format of the results and discussions should be the same as other major sections. The format of the sub sections, tables and figures are described below.

4.1 Sub Section

The sub section should be in lowercase and boldface. Number sub sections as 4.1, 4.2, etc. Figures should be numbered consecutively and placed within the text at the appropriate place. The same applies to tables as shown in Table 1. Figure caption should be centered below the illustrations as shown in Figure 1. Both the labels for tables and figures should be typeset in Times New Roman and 7 point. Note that the units of measurements to be used should be in S.I. units.

Table 1
Fonts and Font Sizes

Text	Font Size	Style	Type
Paper Title	10 pt	Bold	Lowercase
Author's Name/s	8 pt	Normal	Lowercase
Affiliation & Address	8 pt	Normal	Lowercase
Section Titles	8 pt	Bold	CAPITAL
Abstract	8 pt	Normal	Lowercase
Body of text	8 pt	Normal	Lowercase
Subheadings	8 pt	Bold	Lowercase
Label for figures and tables	7 pt	Bold	Lowercase

Figures and photographs should be sharp, high contrast and black and white glossy prints only.
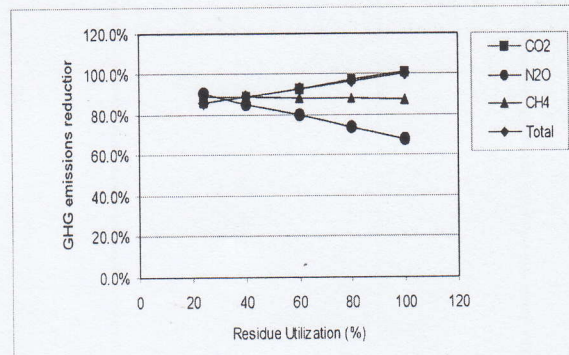

Figure 1. Figure Caption

5. CONCLUSIONS

This section should highlight key findings and compare the results of your work to others as appropriate. Conclusions should be based on the evidence in your project.

6. ACKNOWLEDGEMENT

If your paper contains acknowledgements, they should be placed here. It should be placed after the conclusions and before the references.

7. REFERENCES

Provide a list of references (if possible, 3 –4 references only). Please follow the format below.

Mernyk W. M., (1965). *The Elements of Input Output Analysis*. Random House, New York