

#### Republic of the Philippines

### Department of Education

## Region I SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

# DIVISION MEMORANDUM DM-2021-145

TO

: Heads of Public and Private Elementary and Secondary Schools

**FROM** 

: Schools Division Superintendent

SUBJECT

: Revised Guidelines on the Publication of Articles

DATE

: May 18, 2021

1. To ensure the quality and further facilitate the processing of all proposed articles for publication by SDO and school teaching and non-teaching personnel, please read and share the attached copy of the Revised Guidelines on the Publication of Articles for promotion and other related purposes.

2. The immediate and widest dissemination of this memorandum is desired.

LORNA G BUGAYONG PhD, CESO V Schools Division Superintendent

With hundred reasons to serve!

RAMINOS OTTO DUBLE

Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan Telephone Number: (075) 205 - 0644 Website: depedalaminoscity.com

Email Address: alaminos.city@deped.gov.ph





#### PROCESS TITLE: Submission a for Publication

OCESS ITTLE: Submission and Approval of Proposed Articles for Publication		
	START	
A Division Memorandum on the proce	ess is issued to the field. Writers of artic	les for publication are advised to submit pre-
edited/corrected copies of their wor	rk before requesting for permit to publis	sh the same. The SDO officials in-charge of
reviewing and/or recommending the	approval of these materials are only exp	ected to do minor editing/revisions, provide
suggestions and/or recommendations fo	r improvement, and check against possi	ble incidence of plagiarism and other forms of

copyright violations and not to perform major editing work.

Submit at the SDO Records Section two (2) printed copies, with the soft copy saved in a Re-writable compact disc (CD-Rw) or sent to fb messenger @Elnora Tulio Raroque for review/editing and plagiarism check, together with the prescribed PERMIT TO PUBLISH AN ARTICLE form duly signed by the writer and noted by the School Head (for teachers and school personnel) or the Functional Division Chiefs and Adminstrative Officer V (for SDO personnel), at least two weeks before the expected date of publication. Only a maximum of two (2) articles may be published in one issue of a newspaper and should have substantial content, with a minimum of 400 words in 1.5 to 2.0 spacing.

Only one (1) printed copy shall be retained by the Records Personnel while the writer keeps the receiving copy.

All submitted and duly received copies of the articles shall be forwarded to the EPSs in-charge by the Records Personnel.

EPSs in-charge will review/edit the article/s to ensure the correctness of content, grammar and form and will subject them to a plagiarism checker to determine the level of uniqueness, as well as the freedom from possible copyright infringement/s.

Articles found free from corrections and are compliant to the prescribed standards shall be indorsed by the EPSs in-charge to the concerned SDO offices for approval.

All articles found in need of revision/modification and those already approved may be retrieved from the Records Section two (2) weeks after submission. Follow up; however, may be made a week earlier in cases when editing/review and approval may have been completed ahead of the prescribed two-week review/editing-approval period.

Corrections and recommendations made in the articles for publication should be incorporated by the writer before submitting two (2) final printed copies of the same at the Records Section for approval. Attach the final edited copy/ies, together with the Permit to Publish an Article. Wait for the advise from concerned EPSs as to the status of approval for publication.

To guard against plagiarism and other forms of intellectual property rights violation, writers of articles for publication are required to cite or give due credit to their references/sources of information.

**END** 

Prepared:

EPS - English