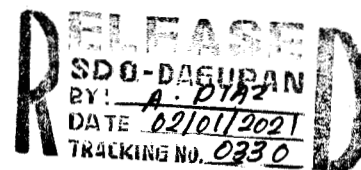




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 27, s. 2021

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisor
Education Program Supervisor
Public Schools District Supervisor
Schools Heads/Principals
All Others Concerned

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DATE: February 1, 2021

SUBJECT: **GENERAL PROCESS REVIEW ON ACTION/BASIC RESEARCH PROPOSAL/
FINDINGS AND RECOMMENDATION**

1. In order to facilitate review of submitted Action/basic research study including findings and recommendation, below outlines the fundamental and necessary steps in undertaking the procedure by all concerned.

**GENERAL PROCESS REVIEW ON ACTION/BASIC RESEARCH PROPOSAL /FINDINGS AND
RECOMMENDATION**

Objective: To provide comprehensive and prompt review on submitted action/basic research proposals or findings and recommendation of teachers or NTP by the Schools Division Research Committee

Activity	Responsible	Elements to Check	Time Allotted for Action Needed
1. Initial review of the Action/Basic research proposal	<ul style="list-style-type: none">- SEPS for Planning and Research- EPS for subject area- Chief Education Supervisor (CID for learning outcomes/challenges ; SGOD for governance-related concerns) Note: in any case an EPS is not available due to work from home	<ul style="list-style-type: none">Research TitleContext and RationaleResearch questionsProposed intervention/strategy or innovationFormat (aligned to the requirements of AR or Basic proposal)MethodologyWorkplan/timelineValidated test or survey questionnaire	<ul style="list-style-type: none">SEPS – 1 dayEPS – 1 dayChief ES – 1 dayASDS – 1 day



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	arrangement/attendance to webinar or other similar activity, the CID Chief ES can take the review of the manuscript for facilitation - Asst. Schools Division Superintendent Note: the ASDS has the final determination of any actions needed being the SDRC Chair	Permit to Conduct AR/Basic research	
2. Inform proponent about the schedule of SDRC	- SEPS for Planning and Research	AR/Basic proposal with the comments by all concerned attached to the manuscript	1 day
3. Schedule SDRC evaluation	- SEPS for Planning and Research	Comments raised on the proposal as shown in the manuscript	1 day
4. Conduct of SDRC	- ASDS - Chief ES (CID or SGOD) - SEPS for Planning and Research - EPS (if available) Proponent - Teacher-proponent or NTP who submitted his output	Validation of comments raised in the manuscript review	1 day
		Integration SDRC comments for a revised output	2 weeks
5. Conduct of research study	- Teacher-proponent or NTP who submitted his output	Ensuring that SDRC comments are observed in the performance of study and intervention	3-4 months for AR Between 6-12 months for Basic



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6. Presentation of findings and recommendation	<ul style="list-style-type: none"> - SDRC - Teacher-proponent or NTP who submitted his output 	Determination of results of the study Note: Proponent must bring 3 copies of study and PPT	1 day
7. Revision of final and complete output for submission to SDO	<ul style="list-style-type: none"> - Teacher-proponent or NTP who submitted his output 	3 soft bound copies of research study with the ff: attachments: Permit to Conduct AR/Basic research SDRC signatories MOVs (sample pretest and posttest as validated/photos with brief caption while conducting study/sample test or survey results and other relevant documents e.g. consent letter as signed by participants, if necessary for ethical issue)	1 week from SDRC presentation of findings
8. Issuance of certification	<ul style="list-style-type: none"> - SEPS for Planning and Research - Chief ES - ASDS - SDS 	Submission by proponent of requirements as outlined in the aforesaid	1-3 days Note: CID Chief ES can affix signature on behalf of any unavailable supervisor during receipt of final and completed report of the proponent
9. Accomplishment of Action/ Implementation Plan for monitoring	<ul style="list-style-type: none"> - Teacher/NTP proponent 	Submitted action and implementation plan to SDO	1-3 days



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purposes			
10. Virtual or Physical (as may be allowed by top management) Monitoring and Evaluation of action/ Implementation plan	<ul style="list-style-type: none">- SDRC- SEPS for Planning and Research- Proponent- School principal/Head teacher/Dept. head	Attested and signed action and implementation plan of concerned school personnel	1-3 days or depending on the availability of SDRC

2. Attached is the Action/Implementation Plan to use for evaluation.

3. For widest dissemination and guidance.


AGUEDO C. FERNANDEZ, CESO VI
Schools Division Superintendent

ACTION AND IMPLEMENTATION TEMPLATE PLAN FOR COMPLETED ACTION/BASIC RESEARCH STUDY

Action Research Title: _____

Basic Research Title: _____

GOAL: Improved learning outcome

- Performance Measure/s: e.g.**
1. Increase by 10% the results of the quarterly achievement tests by concerned classes/teachers
 2. Adoption by all concerned teachers of the school the use of recommended strategy/intervention in their pedagogical instruction

Recommendations (For sample purposes only)	Action steps description	Date to Begin	Date to Complete/End	Responsible Person/s	Date Attested for Implementation and signature
1. Communicate results of AR to fellow teachers during INSET	1. Seek permission from SH through a formal letter of request/endorsement	March 12, 2021	March 13, 2021	Dept. head/HT/SH	
2. Monitor results of quarterly tests from concerned teachers	1. Collect test results from concerned teachers for review	March 16, 2021	March 20, 2021	Dept. head/HT/SH	
2. Submit to SH result of review on the use by concerned teachers of the strategy for reference and /or comments and needed action	1. Release results to concerned teachers for their copy	March 23, 2021	March 25, 2021	Dept. head/HT/SH	