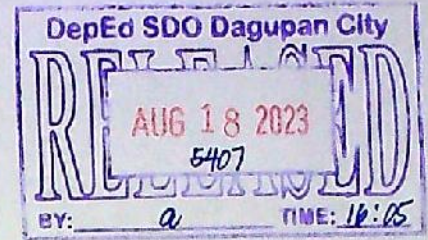




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division Superintendent

No. 293, s. 2023

For: Assistant Schools Division Superintendent
Chiefs of the SGOD and CID
Public Schools Division Supervisors
Education Program Supervisors
School Heads/Principals
All Master Teachers and Regular Teachers

From: Office of the Schools Division Superintendent

Date: August 14, 2023

Subject: CALL FOR THE SUBMISSION OF ACTION RESEARCH PROPOSALS FROM MASTER TEACHER PARTICIPANTS TO THE RECENTLY-CONCLUDED CAPACITY-BUILDING ON ACTION RESEARCH WRITING BATCH 1, 2, & 3

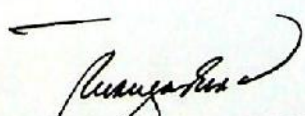
1. **All concerned MTs from the recently –conducted Capacity-Building on AR Writing are advised to prepare and submit the full manuscript of their research proposal as agreed upon during the training for the needed schedule of Oral Defense. *Deadline of submission is on September 15, 2023. (See attachment for list of names of MTs to submit)***

2. **Following are the guidelines to note by all proficient and highly proficient teachers in AR:**

Action or basic research proposal should be submitted to the Records Section in three (3) hard copies and must observe the following:

- *BERF format (see attachment)*
- *Font type: Bookman Old Style*
- *Font Size; 11 single space*
- *Coupon bond: A4*
- *Attached Letter of Permit to Conduct Action or Basic Research*
- *Attached sample tool or instrument as validated by MT and/or supervisor*
- *Attached sample pretest and/or posttest as validated by MT and/or supervisor*
- *Observation of the proposed strategy or intervention by the SEPS for Planning and Research together with the EPS of the concerned subject area*
- *Submission of 3 sets of Final Completed Report with MOVs, Sample Daily Lesson Plan (DLP) used during the observation to the SEPS for Planning and Research after completion of study*

3. For widest dissemination and compliance


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/(075)615-2641
Email Address: dagupan.city@deped.gov.ph



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**LIST OF MASTER TEACHERS TO SUBMIT MANUSCRIPT OF THEIR PROPOSED ACTION
RESEARCH STUDY FOR SY 2023-2024**

NAME	SCHOOL	DISTRICT
DORY CAYAGO JENNIFER PARAS ROWENA SOMINTAC LARRY BAUTISTA MARISSA MAMARIL LEAH SUROT LITO JOHN TIU VERONICA ZABALA	WCES 1	1
RAMIL BRUMUELA	JUAN L. SIAPNO ES	
SHELAMIE AYALA MARIO CLAVERIA BERNARD ABRIGO	MALUED ES	
LILIAN TANDOC EDUARDO SORIANO JR. FIDEL TULIAO JR.	LUCAO ES WCES 2	
CHRISTINE PASCUA ERWIN FESTEJO DARYL BRAGA MARCIAL BAUTISTA FERNANDO LOPEZ ROSEMARIE CAYABYAB MARCELINA RAMOS	ECIS (Elementary) PASCUALA ES POGO LASIP ES BACAYAO SUR ES	2A



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Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

DAISY CRUZ	LASIP GRANDE ES	2A
LEAH DUQUE	TAMBAC ES	2B
RODORA RIVERA MILDRED CASTRO MACRINA CARBONELL ROWENA DORIA	SALISAY ES MAMALINGLING ES VCZES GGDPES	2C
JOSEPHINE ICO VILMA LANDINGIN MILDRED CASTRO JOAQUIN REYES	BBES FNCIS (Elementary) BLISS ES LF MARAMBA ES	3A
DANTE CASTRO JEFFREY CERALDE JHOANNA CADATAL MINAFE GABIOLA	SABANGAN ES GGDPES NCES	3B
BENEDICT MARAMBA JANILA JANE ARCE MARJORIE CERVANTES ALEJANDRA PALAGANAS PERLA FERRER SARAH FLORES	LOMBOY ES SUIT ES PIS PANTAL ES SALAPINGAO ES	4A
RODRIGO AGUADO JR. ROMMEL TELLO	TARES CALMAY ES	4B





Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

ALMA FERNANDEZ PERLA FERRER SARAH FLORES	CARAEI ES SALAPINGAO ES	4B
NIERA LANGIT FE PADLAN MARIE JOAN ULANDAY PRINCESS CABISON MELANIE FERRER GEMMA ALANO FRANCISCO DACOCO JENILYN PAPA JEMMAR ESPINOSA MANELYN GALSIM NONI GACUYA PERLITA FERNANDEZ DENNIS SOLIS ARNULFO TIRAO GLADYS JOY VINTERES PINA COCHANGCO MARVIE FLORES MOISES FLORES MILANIE FLORES MYLA MEJIA LUCELITO CORNEL JOJIL BELTRAN JUNJUN SORIANO ANDORA VILLANUEVA TERESITA ESMERALDA ARACELI NIMER	DCNHS	5A
ANACENCIO AGUILAR ARVIN SAMMY RIVO CHERYY CARLOS CLEMENCE BOY BELISARIO	ECIS (Secondary) FNCIS CARAEI NHS	5A 5A





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

JOCELYN FERRER MARIBEL CAYABYAB LIBERTA BAUTISTA MELMAR FERRER LOUIE UBANDO	BBNHS	5B
DENEL CAMARA JANICE FLORES	SALAPINGAO NHS	
ELI AMOR PARAGAS LEONORA FLORES MADONNA ESTRADA FREDDIE MANAOIS DENNIS BIASAGA ROMULADO URSUA	JJDVSTVSS	

INITIAL REVIEW/TECHNICAL ASSISTANCE FORM FOR RESEARCH PROPOSAL

NAME: JEANETTE P. CAYABYAB

SCHOOL/SY: BBES/ 2021-2022



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/(075)615-2641
Email Address: dagupan.city@deped.gov.ph

PERMIT TO CONDUCT ACTION/BASIC RESEARCH

Date

DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent
SDO Dagupan City

Thru: **DR. MARCIANO U. SORIANO JR., CESO VI**
Chair, Schools Division Research Committee

Dear Ma'am and Sir:

I am writing to seek permission to conduct a research study entitled: (specify title here). This is in relation to my observation (state observation on a specific gap, issue or challenge with regards learning outcomes and/or behavioural problem/of learners, related matters and concerns on curriculum and instruction, including assessment, school operations and management that you wish to address as a classroom teacher/Master teacher/school head/principal/supervisor)). I am a (specify position e.g. Teacher I /Master I or II, ESPS/PSDS/SEPS, others) at the (specify school name) and have been with DEPED for the last (state years of service as teacher/MT/school head/principal/supervisor).

Thank you very much.

Very respectfully yours,

Name of proponent

Noted by:

School head/principal

Endorsed by:

Public Schools District Supervisor

RECOMMENDING APPROVAL:

Dr. Maria Victoria S. Antonio
SEPS Planning and Research

EPS/SDO Focal Person

APPROVED:

DR. MARCIANO U. SORIANO JR., CESO VI
Chair, Schools Division Research Committee

SCHOOLS DIVISION RESEARCH COMMITTEE

Reviewed by:

Dr. Maria Victoria S. Antonio
SEPS Planning and Research

EPS/Division Focal Person

RECOMMENDING APPROVAL:

DR. MARCIANO U. SORIANO JR., CESO VI
Chair, SDRC

APPROVED:

DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent

SOURCE: RESEARCH MANAGEMENT GUIDELINES DO NO. 16 S, 2017

ANNEX 2: MINIMUM REQUIREMENTS FOR A RESEARCH PROPOSAL

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Plan for Data Analysis
- VI. Timetable / Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

B. ACTION RESEARCH TEMPLATE

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines

The table below shows the expected activities for the Pre-Implementation, Implementation and Post Implementation of AR/Basic Research Proposal as per SDO Dagupan context AR will take 3-4 mos, Basic research will take 6 mos up to a year*

Pre-Implementation		
Activity	Output	Period Covered (give specific dates for the timeline shown)
e.g. Conceptualization of AR/basic research idea including, research work for related literature/related studies to establish context and rationale	Working title/context and rationale /proposed strategy/intervention or innovation	One month (longer period if basic)
Preparation of pretest and posttest	Prepared Pretest and posttest	Two weeks
Design and preparation of proposed strategy/intervention/innovation for validation at SDO	Designed and prepared and validated proposed strategy/intervention/innovation	One month
Validation of of pretest and posttest and by MTs/EPS	Validated Pretest and posttest	Two weeks
Submission of AR/basic research proposal to SDO and permit to conduct	Submitted AR/basic research proposal to SDO	One day
Implementation		
Activity	Output	Period Covered
Presentation of proposed AR/basic research before the SDRC	3 copies of proposed AR/basic research before the SDRC	One day
Administration of pretest or posttest	Administered pretest or posttest	One day
Implementation by teacher-proponent of proposed strategy/intervention or innovation and observation by SEPS and EPS	Sample proposed strategy/intervention or innovation Posttest results	1-2 wks or more depending on lesson
Data collection and analysis	Computed results of posttest and findings	One week
Post-Implementation		
Activity	Output	Period Covered
Submission of 3 copies for final results to SDO	Submitted 3 copies for final results to SDO	One day
Presentation of findings and recommendation to SDRC/integration of comments if any, after	Presented finding and recommendation	One day
Submission of final completed report in sets to SDO (attach all MOVs including DLP as validated)	Submitted 3 sets of final completed report in sets to SDO	One day
Utilization of AR at school or district/SDO level with monitoring by SEPS	Report of utilization by teacher/SH	As scheduled

- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References