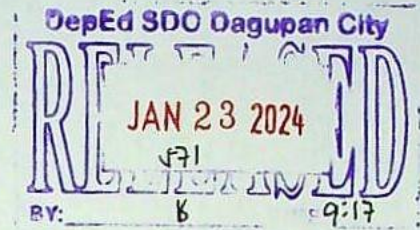




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY



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**Office of the Schools Division Superintendent**

Division Memorandum  
No. 35 s. 2024

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School heads and principals  
**All Proficient Teachers (T1-T3)**

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject: CALL FOR THE SUBMISSION OF ACTION RESEARCH PROPOSAL FROM T1-T3

Date: January 22, 2024

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1. This division memorandum issues the **CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS FROM TEACHERS 1-3 for the 3<sup>rd</sup> and 4<sup>th</sup> quarter of SY 2023-2024.**

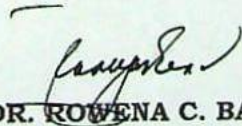
2) Following are the documentary requirements to attach in the submission of outputs:

- a) **Permit to Conduct Action/Basic Research**
- b) **Sample pretest/posttest/IMs and other tools validated by EPS or MTs in school or district or other experts**
- c) **Sample Video, if to be used as intervention, must have been quality assured by the Bangus TV School Team with a notation to show as acceptable**
- d) **To use A4 paper ; Font type: Arial, single space, with page number**
- f) **3 (three) copies of manuscript in a folder**
- e) **Division issued format for proposed AR and completed AR must be followed**

2. Format of permit and workplan/timeline and parts of ARbasic research proposal and completed AR/basic research are attached in this memorandum for the use of all teachers.

**Deadline of submission is on February 19, 2024.**

3. For widest information and guidance.

  
**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

**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

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

ANNEX 6: Minimum Requirements of Completed Research Report

A. COMPLETED BASIC RESEARCH TEMPLATE

- I. Title
- II. Abstract
- III. Acknowledgement
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
  - a. Sampling
  - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References
- XII. Financial Report

B. COMPLETED ACTION RESEARCH

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
- VIII. Discussion of Results, **\*Recommendations** and Reflection  
**RECOMMENDATIONS (Must be drawn for your results)**
  - A. *Conduct of Learning Action Cell (LAC) or INSET*  
The teacher-proponent will arrange with the SH and/or L & D School Coordinator his/her presentation of her research results/findings during the SDO-wide approved date of every 18<sup>th</sup> of a given month. The SEPS and EPS will monitor the conduct of the said LAC or INSET to validate utilization and dissemination of research results.
  - B. *Effectiveness of Strategy or Intervention for Conduct of Parallel Study*  
Based on the results/ findings, other teachers are advised to make a parallel study or a future research promoting or aligning the results/findings of this research.
  - C. *Inclusion in the e-SIP (School Improvement Plan)*  
If allowable, the distribution or printing of the IMs be allotted budget in the forthcoming or existing AIP of the school to defray the cost of expense and so provide equitable use of the learning package or material.
- IX. Action Plan
- X. References
- XI. Financial Report