



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

DepEd SDO Dagupan City
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**Office of Schools Division
Superintendent**

August 26, 2026

Division Memorandum
No. 474, s. 2026

**2ND CALL FOR THE SUBMISSION OF ACTION RESEARCH PROPOSALS FROM
MASTER TEACHERS**

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

1. All Master Teachers and regular teachers are instructed by this office to prepare, submit and conduct an action research proposal for the School Year 2026-2027, the submission shall be after the instructional block or the succeeding terms, depending on the learning gaps observed after pre-assessment of the least mastered competencies.

2. Proponents are advised to refer to the Research Manual for the necessary process to ensure compliance with the requirements. Proposals shall be submitted in three (3) copies to the Records Section.

3. In gist, the following must be ensured as attachments:

- Letter of Permit to Conduct Action or Basic Research
- Annex 5: Research Proposal Application Form and Endorsement
- Annex 6: Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- Sample activity worksheets, or IMs, video lesson, other tool or instrument as validated by the SDO Focal Person and/or supervisor
- Sample pretest and/or posttest as validated by MT and/or supervisor
- TOS, DLP or DLL as reference for the proposed intervention and/or validated video lesson
- Letter of Request from Parents for Consent, if needed;



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4. The recommended format for the AR should be as follows:

- Font type: Bookman Old Style
- Font Size; 11; single space
- Coupon bond: A4
- Single spacing
- Updated logo

4. For widest dissemination and compliance.


MARCIANO U. SORIANO JR., PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent