



August 4, 2014

DIVISION MEMORANDUM

No. 1&5, s. 2014

**REITERATING FORMAT ON THE PREPARATION OF ACTION RESEARCH**

To: Education Program Supervisors  
Public Schools District Supervisors/ In Charge  
Elementary and Secondary School Heads  
This Division

1. This Office encourages teachers and instructional leaders to conduct an action research in order to provide an avenue to reflect on the teaching practices and engage in self-directed learning with the ultimate goal of improving pupil/student learning.
2. Trainings/ conventions on the preparation of action research have been conducted, however, this Office still continuously receives action research proposals and outputs which format are either incomplete of with added unnecessary parts.
3. With the above premise, this Office reiterates the attached format of the preparation of action research.
4. It is further reiterated that the Action Research Proposal shall be approved by this Office before its implementation with the following **detailed** parts:
  - a. Abstract – summary of the action research
  - b. Classroom Problem – identified classroom problem
  - c. Research Process – detailed description of the research process with the following:
    - Research Question
    - Instructional Strategies or Practices Implemented
    - Proposed Interventions.
5. After the implementation of the approved proposal, the researcher shall submit to this Office the action research output with the complete parts.
6. Immediate dissemination of this Memorandum is enjoined.

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

CLL/cpv

Incl: Action Research Format

Reference: Region X Action Research Manual

To be indicated in the Perpetual Index

under the following subjects:

RESEARCH PROGRAM

TEACHERS

INSTRUCTION

STUDENTS

**Sharing the Results**  
***A Format for Reporting Action Research***

**Title of Action Research Project:** \_\_\_\_\_

**Name of Teacher Researcher:** \_\_\_\_\_

**Name of School and Division:** \_\_\_\_\_

**Abstract:** *Provide a brief summary of your action research report. Topics may include student sample, instructional focus, and data collection and analysis.*

**Classroom Problem:** *Provide a description of your identified classroom problem. How did you identify the classroom problem? Describe the students who were affected and possible causes of the problem. What were the goals for improvement?*

**Research Process:** *Provide a detailed description of your research process. What was your research question? What instructional strategies or practices were implemented that were aligned to the classroom problem? Describe your implementation.*

**Data Collection and Analysis:** *Provide a narrative summary of your collected and analyzed data. If appropriate, please include graphs and tables to accompany the narrative summary. Include templates of your data collection sources as well as student samples.*

**Taking Action:** *Provide a summary of your decisions based on your analyzed data. What are your next steps? Do you need to continue your action research using the same procedures? Do you need to revise your action research procedures? Were you satisfied with your results and ready to investigate new concerns?*

**Professional Reflection:** *As an action researcher, what did you learn through this process? How did conducting action research impact your teaching?*

**Beginning the Action Research Process**  
*Investigating Classroom Concerns*

Reflect on and complete the following open-ended probes to assist you in investigating your initial concerns and identifying a classroom problem or area of change.

Name:

Currently in my classroom, I am concerned about

In order to investigate my concern, I need to collect information on

I will gather this information by collecting the following sources of data

After analyzing my data, I found that my students are having difficulties with

To meet my students' needs, I need to focus my instruction on

**Identifying a Classroom Problem****Name(s):****School:****Grade Level:**

**Problem Statement:** Compose a problem statement specifically describing who is affected, supported causes of the problem, the goal for improvement, and what might be done about the problem as stated. (Provide as much specific information as possible.)

### Implementation Schedule

Tasks	Timeline Beginning/Ending	Resources