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DIVISION OF MISAMIS ORIENTAL
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July 26, 2017

DIVISION MEMORANDUM
NO. 359, SERIES 2017

**DIVISION PRESCRIBED TIMELINES FOR THE CALL OF CONDUCT AND
WRITING OF BASIC OR ACTION RESEARCH**
(Division Memorandum No. 316, series 2017)

TO : Education Program Supervisors
Public Schools District Supervisors/Districts in-Charge
School Heads, Elementary, Junior and Senior High Schools
Heads, Sections and Units
Teaching and Non-Teaching Personnel
All Others Concerned

This Division

In order to facilitate the orderly and timely submission of the research to be conducted and written as called for in the Division Memorandum No. 316, series 2017, re: Call for the Conduct and Writing of Basic or Action Researches, this Office hereby advised the teaching and non-teaching personnel and all others concerned to observe the enclosed timelines prescribed.

School Heads are advised to closely monitor the teachers' compliance and submission of deliverables in the prescribed schedules. Likewise, designated school research coordinators are directed to extend technical assistance to their fellow teachers and oversee the timely submission of deliverables in the prescribed schedules.

Public Schools District Supervisors are also advised to oversee and supervise the compliance of this undertaking in the district.

Senior Education Program Specialist for Planning and Research/Division Research coordinator is also directed to closely oversee and supervise for the effective conduct of the activity to all schools in the division.

Attached is the Enclosure No. 1 of Division Memorandum No. ____ series 2017, re: Division Prescribed Timelines for the Call of Conduct and Writing of Basic and Action Researches for your ready reference.

Immediate and wide dissemination of this Division Memorandum is hereby directed.

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

CMLL/lmc

Enclosure No. ____, series 2017, re: Division Prescribed Timelines for the Call of Conduct and Writing of Basic or Action Research

DIVISION PRESCRIBED TIMELINES FOR THE CALL OF CONDUCT AND WRITING OF BASIC OR ACTION RESEARCH

(For Division Memorandum No. 316 series 2017)

Minimum Requirements of the Research Proposal			
Action Research (Deliverables)	Basic Research (Deliverables)	Deadline for Submission	Personnel Responsible
I. Context and Rationale	I. Introduction and Rationale	July 28, 2017	School Head, PSDS
II. Action Research Questions	II. Literature Review	August 4, 2017	School Head, PSDS
III. Proposed Innovation, Intervention and Strategy	III. Research Questions	August 4, 2017	School Head, PSDS
IV. Action Research Methods a. Participants and/or other Sources of Data and Information b. Data Gathering Methods c. Data Analysis Plan	IV. Scope and Limitation	August 4, 2017	School Head, PSDS
V. Action Research Work Plan and Timelines	V. Research Methodology a. Sampling b. Data Collection c. Ethical Issues d. Plan for Data Analysis	August 4, 2017	School Head, PSDS
VI. Cost Estimates	VI. Timetable/Gantt Chart	August 4, 2017	School Head, PSDS
VII. Plans for Dissemination and Utilization	VII. Cost Estimates	August 4, 2017	School Head, PSDS
VIII. References	VIII. Plans for Dissemination and Advocacy	August 4, 2017	School Head, PSDS
	IX. References	August 4, 2017	School Head, PSDS
SUBMISSION OF RESEARCH PROPOSAL TO THE OFFICE OF THE SCHOOL PRINCIPAL		August 7, 2017 (based on Division Memorandum 316, series 2017)	School Head, PSDS

Minimum Requirements of Completed Research Report			
Action Research	Basic Research		School Head, PSDS
I. Title Page	I. Title Page	Complied with	School Head, PSDS
II. Context and Rationale	II. Introduction of the Research	Complied with	School Head, PSDS
III. Innovation, Intervention, and Strategy	III. Literature Review	Complied with	School Head, PSDS
IV. Action Research Questions	IV. Research Questions	Complied with	School Head, PSDS
V. Action Research Methods a. Participants and/or other Sources of Data and Information b. Data Gathering Methods	V. Scope and Limitation	Complied with	School Head, PSDS
VI. Discussion of Results and Reflection	VI. Research Methodology a. Sampling b. Data Collection	September 22, 2017	School Head, PSDS
VII. Action Plans	VII. Discussion of Results and Recommendations	September 29, 2017	School Head, PSDS
VIII. References	VIII. Dissemination and Advocacy Plans	September 29, 2017	School Head, PSDS
IX. Financial Report	IX. References	October 2, 2017	School Head, PSDS
X. Abstract	X. Financial Report	October 2, 2017	School Head, PSDS
XI. Acknowledgment	XI. Abstract	October 2, 2017	School Head, PSDS
	XII. Acknowledgment	October 2, 2017	School Head, PSDS
Submission of Completed Research Report to the Office of the Principal- for editing		October 9, 2017	School Head, PSDS
Submission of Completed Research Report to the Office of the Principal- softbound		October 16, 2017	School Head, PSDS