



Republic of the Philippines  
Department of Education  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City  
Del Pilar-Velez St., Cagayan de Oro City  
website: www.misor.net



September 1, 2015

Division Memorandum

No. 309 s. 2015

TO: Education Program Supervisors  
PS District Supervisors/District In-charge  
Elem School Heads (HT 1 and up)  
All Secondary School Heads  
Secondary Department Heads with Item (HT1 and up)

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

Re: Corrigendum to Unnumbered Division Memorandum dated January 27, 2015  
entitled *Conduct of Action Research Congress on Reading*

There will be a Division Action Research Congress on October 27-29, 2015. The said Congress will be conducted by district.

Presenters are the Elementary School Heads (HT 1 and up), All Secondary School Heads, and Secondary School Department Heads (HT1 and up).

Elementary School Heads shall conduct and present Action Research on Reading based on the result of the Oral Reading Test conducted on August 18-19, 2015. The Secondary School Heads shall conduct and present Action Research on problems identified in School Improvement Plan or on data in the School Report Card. Secondary School Department Heads (HT 1 and up) shall conduct and present Action Research on their assigned department.

The presentation shall be in 20 minutes only. The presenters are advised to bring their own laptops, extension wires and other devices needed for his/her presentation.

District Supervisors shall be the Focal Persons in their respective district who shall decide on the venue for the said activity and who shall create working committees. Further, the host school is requested to provide Conference/Presentation Hall, LCD/DLP, white screen, and sound system.

Education Program Supervisors and District Supervisors are advised to provide technical assistance to all school heads.

For queries and other information, you may contact the Chairman of the Division Action Research Team and the Senior Education Program Specialist for Planning and Research.

Attached are the Timelines and the parts of the Action Research.

For compliance.

CLL/egd/lmc

Enclosure No. 1 to Division Memorandum No. 309 dated September 1, 2015

Corrigendum to Unnumbered Division Memorandum entitled *Conduct of  
Action Research Congress in Reading*  
October 27-29, 2015

TIMELINES FOR THE ACTION RESEARCH PROPOSAL AND FINAL PRESENTATION

Activities	Schedule
Submission of Manuscript for Action Research Proposal Presentation in 6 copies – marked RECEIVED in the Division Office	September 7, 2015
Presentation of the Action Research Proposal Content: Parts I to IV (refer to Enclosure no. 2)	September 11, 14, 15, 16
Submission of the manuscript incorporating the suggestions of the Division Action Research Team	September 18
Implementation of the Solution/Intervention/Innovation	September 21- October 21, 2015
Submission of the Completed Action Research for Final Presentation Content: Parts I to IX ( refer to enclosure No. 2)	September 23, 2015
Presentation of Completed Action Research/ Action Research Congress	September 27-29, 2015
Submission of Action Research Final Report	November 3, 2015

Corrigendum to Unnumbered Division Memorandum entitled *Conduct of Action Research Congress in Reading*  
October 27-29, 2015

Action Research Format

I. The Performance Background

Describe your current performance background, describe the problem

II. The Customers

Discuss:

Who are your customers, what did you ask them, what is the result of your conference

Present Affinity Diagram

Group Voice of the Customers according to needs

Categorize each according to wants

III. The Process

► Describe the current/present school practices (if it is on reading, then, describe how you teach reading at present)

► Identify priority areas for improvement (in what particular process or episode in teaching reading you need to improve)

IV. The Focused Problem Statement and the Target

Give the problem statement that pertains to a specific component only

Example:

*17 out of 22 Grade 3 pupils shall be able to read sentences without repeating the words.*

(Take note- in this example, the 22 Grade 3 pupils are your identified respondents who have reading miscues of word repetition)

V. The Root Cause Analysis

Present in brief the result of the Voice of the Customer

Analyze the problem using Why-why Diagram or Fishbone Diagram

Describe the problem in specific terms

Determine all contributors to the problem based on the diagram you used

VI. The Solutions

Discuss:

what is the solution ( you may give a title to your solution)

why did you select this solution (based from the Voice of the Customers and the Why-why/Fishbone

Diagram)

When is the solution be implemented (date to start and to finish)

Who is responsible

How to implement the solution

VII. The Finalized Improvement Plan

Implementation Plan

Activity	Target Output	Timeline		Persons Involved	Resources Needed	Source of Funds
		Starting Date	Completion Date			

VIII. The Implementation/Testing/Piloting of Solutions with Data Evaluation

Describe the implementation of the solution

Show data of the result

Interpret the result

IX. The Reflection