



Republic of the Philippines  
**Department of Education**  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
Tel Nos.: (088) 856-4454 / (08822) 72-46-15  
Fax No.: (088) 856-4524 / e-mail: [misamisoriental@deped.gov.ph](mailto:misamisoriental@deped.gov.ph)



**DIVISION MEMORANDUM**

No. 99 s. 2015

To : Chief ES/Education Program Supervisors/Coordinators  
Public Schools District Supervisors/Coordinating Principals  
Senior Educ. Prog. Specialists/Education Program Specialists II  
Secondary and Elementary School Heads  
Teaching and Non-Teaching Personnel  
This Division

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

Date : April 20, 2015

Subject: **Composition of the Division Research Committee and Adoption of the unified CI-Based Action Research Format, AR Guidelines, AR Implementation Plan, and AR Approval Sheet**

1. The Division hereby informs you of the composition of the *Division Research Committee*:

Chairman:	Dr. Erlinda B. Dael	Chief, CID
Co-Chairman:	Mr. Rudy O. Magdugo	Chief, SGOD
Members:	Mr. Lindo M. Cayadong	SEPS-Planning and Research
	Mrs. Marife D. Balaba	SEPS-HRD
	Mr. Danny A. Asio	SEPS, School Monitoring and Evaluation
	Dr. Vevian D. Tuason	SEPS, Sch. Mobilization and Networking

2. The Division Research Committee is tasked to guide in identifying research agenda, examining papers, planning, implementing and ensuring the use of research results as basis for improving learning outcomes in the Division.

3. Attached are the unified division formats in the conduct of an Action Research which consists of the following:

- A unified Division Format of CI-Based Action Research Proposal
- A unified Division CI-Based Action Research Implementation Plan
- A unified Division Format of Reporting/Submitting CI-Based Action Research
- A unified Division Action Research Approval Sheet
- A unified Guidelines in the CI-Based Action Research

4. Widest and immediate dissemination of this memorandum is desired.

CLL/mdb/lmc



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
Tel Nos.: (088) 856-4454 / (08822) 72-46-15  
Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



**A Format for CI-Based Action Research  
Proposal Only**

**Title Page** (*AR Title, Proponent/s, School/ District*)

**Approval Sheet**

**Table of Contents**

**Parts**

- I- Classroom/District/Division Problems [CI- Stage 1]*
- II- Research Process [CI- Stage 2 (steps 5-7)]*

**References Cited**

**Appendices**

- *Instruments to be used*
- *Approved Request Letter*
- *CI-Based Action Research Implementation Plan*

---

**I- Classroom/District/Division Problems [ CI- Stage 1]**

- *Provide a description of your identified classroom/district/division problems. How did you identify the classroom/district/division problems?*
- *Describe the students who were affected and possible causes of the problem? What were the goals for improvement?*

**II- Research Process [CI- Stage 2 (steps 5-7)]**

- *Provide a detailed description of your research process. What will be your research questions? What instructional interventions, strategies or practices that are to be used that will be aligned in the classroom/district/division problems? Describe your implementation plan.*



Republic of the Philippines  
**Department of Education**  
 Region X  
**DIVISION OF MISAMIS ORIENTAL**  
 Cagayan de Oro City  
 Tel Nos.: (088) 856-4454 / (08822) 72-48-15



**CI-Based Action Research Implementation Plan**

Stages/ Steps	Activity	Target Output	Timeline		Persons Responsible	Resources
			Starting Date	Completion Date		
<b>Stage 1: Assess</b>						
1	Get Organized					
2	Talk with customers					
3	Walk the process					
4	Focused Problem Statement					
<b>Stage 2: Analyze</b>						
5	Do Root Cause Analysis					
6	Develop Solution					
7	Finalize Improvement Plan					
<b>Stage 3: Act</b>						
8	Pilot Solution					
9	Roll-out solution					
10	Check Progress					

Prepared by: \_\_\_\_\_  
 Proponent

\_\_\_\_\_ School/District



Republic of the Philippines  
**Department of Education**  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
Tel Nos.: (088) 856-4454 / (08822) 72-46-15  
Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



---

### A Format for Reporting/Submitting CI-Based Action Research

**Title Page** (*AR Title, Proponent/s, School/ District*)

**Approval Sheet**

**Abstract**

**Table of Contents**

**Parts**

- I- *Classroom/District/Division Problems [CI- Stage 1]*
- II- *Research Process [CI- Stage 2 (steps 5-7)]*
- III- *Data Collection and Analysis (CI- Stage 3, CI- Stage 8-Stage 10)*
- IV- *Taking Action (CI-Stage 3, CI- Stage 9-CI- Stage10)*
- V- *Professional Reflection*

**References Cited**

**Appendices**

- Instruments Used
- Approved Request Letters
- CI-Based Action Research Implementation Plan

---

#### **I- Classroom/District/Division Problems [CI- Stages 1 (steps 1- 4)]**

- Provide a description of your identified classroom/district/division problems. How did you identify the classroom/district/division problems? Describe the students who were affected and possible causes of the problem? What were the goals for improvement?

#### **II- Research Process [CI- Stage 2 (steps 5-7)]**

- Provide a detailed description of your research process. What was your research question? What Instructional interventions, strategies or practices were implemented that were aligned to the classroom/district/division problems? Describe your implementation.

#### **III- Data Collection and Analysis (CI- Stage 3, S8-S10)**

- Provide a narrative summary of your collected and analyzed data. *If necessary*, please include graphs and tables to supplement the results or findings as well as your insights. Include templates of your data collection sources as well as student samples.

#### **IV- Taking Action (CI- Stage 3, CI- Stage 9-Stage 10)**

- Provide a summary of your decisions based on your analyzed data. What will be your next steps?
- Ponder on the following questions:
  - Do you need to continue or revise your actions/interventions/strategies/practices using same procedures?
  - Were you satisfied with your results and ready to investigate new concerns?
  - What other insights can you give from the findings?

#### **V- Professional Reflection**

- As an action researcher, what did you learn through this process? How did conducting action research impact your task/duty/responsibility?



Republic of the Philippines  
**Department of Education**  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City  
Tel Nos.: (088) 856-4454 / (08822) 72-46-15  
Fax No.: (088) 856-4524 / e-mail: misamisoriental@deped.gov.ph



---

**APPROVAL SHEET**

This CI- based Action Research entitled  
“ \_\_\_\_\_ ”  
prepared and submitted by \_\_\_\_\_ (name) \_\_\_\_\_ of  
\_\_\_\_\_ (School) \_\_\_\_\_, is hereby recommended for approval and  
acceptance.

*Please check the appropriate box*

- Proposal

- Final

---

Adviser (School Head)

---

Public Schools District Supervisor

---

**Reviewed by the Division Research Committee:**

---

**LINDO M. CAYADONG**  
Member

**MARIFE D. BALABA**  
Member

**DANNY A. ASIO**  
Member

**VEVIAN D. TUASON**  
Member

**RUDY O. MAGDUGO**  
Co-Chairman

**ERLINDA G. DAEL, Ph.D**  
Chairman

Recommending Approval:

**JEAN G. VELOSO**  
Assistant Schools Division Superintendent

**APPROVED:**

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



---

**Enclosure 5 (Division Memo No. 99, s. 2015)**

**Guidelines in the Preparation and Conduct of the New CI-Based Action Research**

1. CI-Based Action Research Proposals and completed research outputs should strictly adhere to the prescribed formats to expedite approval.
2. In addition to Division Memo No. 185, s. 2014, it is further reiterated that an Action Research should follow the following procedures:
  - a. Send to this office a letter request to conduct an action research. Please see the attached suggested text of the letter.
  - b. The parts of the action research proposal to be submitted should contain the following:
    - I. Title
    - II. Situation
    - III. Research Problem
    - IV. Plan of Action
    - V. Action/Implementation
    - VI. Evaluation/Follow-up
3. When the implementation of the approved proposal is made, the researcher shall submit to this office the action research output which contains the following parts and contents.

**A Format for Reporting Action Research**

Title of Action Research Project:

Name of Teaching/Non-Teaching Personnel:

Position:

Name of School:

District:

- I. **Abstract:** Provide a brief summary of your action research report. Topics may include pupil/student sample, instructional focus, and data collection and analysis.
- II. **Classroom/Office Problem:** Provide a description of your identified classroom/office problem. How did you identify the school/classroom/office problem? Describe the personnel/student who were affected and possible causes of the problem. What were the goals for improvement?
- III. **Research Process:** Provide a detailed description of the research process. What was your research question/s? What instructional strategies or practices were implemented that were aligned to the classroom problem? Describe your implementation.
- IV. **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 pupil/student samples.
- V. **Taking Action:** Provide a summary of your decisions based on your analyzed data. What

procedures? Do you need to revise your action research procedures? Were you satisfied with your results and ready to investigate new concerns?

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

4. Prior the official conduct of a research study, all CI-Based Action Research Proposals shall be approved by the respective school heads for school-based research, PSDS and District Adviser-EPS assigned for district-based research and Division Research Committee for Division wide research.

5. Submitted manuscript/s should observe the following prescribed paper size, spacing, letter-style, font-size and margins. AR Proposals and final outputs should be reproduced in three (3) identical sets.

- Font Size -12
- Letter Style-Arial
- Spacing-Double-space
- Paper size-8.5"x11"
- Margin: Left side- 1.5", Right, upper and bottom: 1"

6. Queries relative to this undertaking may be coursed through Mr. Lindo M. Cayadong, Senior Educ. Prog. Specialist for Planning and Research at 09263274175 or at [lindocayadong@yahoo.com](mailto:lindocayadong@yahoo.com).