



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM
NO. 223, SERIES 2016

TO :

Education Program Supervisors/PS District Supervisors
Heads, Public Elementary and Secondary Schools
Teaching and Non-Teaching Personnel

This Division

FROM:

for: [Signature]
CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

DATE:

June 3, 2016

SUBJECT:

REITERATING THE DIVISION UNIFIED ACTION RESEARCH
FORMAT

In view of the desire to instill an orderly and systematic conduct and writing of action research, this Office hereby reiterates the division unified action research format that needs to be observed in the proposal and in the final phases of this educational endeavour.

Division Memoranda issued by this Office relative to this undertaking that are inconsistent with this memorandum is hereby rescinded.

Attached hereto is the Enclosure No. 2 to Division Memorandum No. 309 dated September 1, 2015 for your reference. An copy of the procedures and parts of the division action research format can be viewed and retrieved at the downloadables at the division website.

Should you need further information relative to this venture, please contact Mr. Lindo M. Cayadong, Senior Education Program Specialist for Planning and Research at 09263274175 and at lindo.cayadong@deped.gov.ph or to Dr. Erlinda G. Dael, Chairman, Division Action Research Committee.

For information and guidance

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

Guidelines in the conduct and writing of action research

1. Submit a Letter Request to conduct an action research to this Office. Along with the letter request is the manuscript of the proposal of the action research which contains Parts I to IV. These documents have to undergo the scrutiny of the school head and the PS District Supervisor of the proponent. Further, the school head and the PSDS have to affix their signatures attesting the legitimacy and order. These papers are to be presented to the Receiving Section and have it marked RECEIVED and the date when these documents are submitted.

2. A Call to present an action research proposal shall be issued by this Office articulating the date, time and the venue to present. When the proposal has been presented and approved, an endorsement shall be issued informing the proponent that the proposed study is granted to conduct the same. At the proposal presentation, the Division Action Research Team (DART) shall suggest the timeline of the activity when to conduct the Voice of the Customer and other related activities for the study.

3. After having conducted the gathering of the needed data and other information, the action research proponent has to submit the Parts V to IX of the study to the Receiving Section and have it marked RECEIVED and the date when the submission is made.

4. The submitted manuscript of the final output shall be duly scrutinized by the Division Action Research Team (DART). The team checks and verifies the strict compliance to the prescribed format and other information.

5. When the submitted manuscript and other requirements have been complied, this Office shall issue a Call to Present the Final Research Output to the proponent to present and defend his study before the Division Action Research Team (DART). During the presentation, the team suggests and prescribes ideas and in order to further enhance and improve the action research.

6. The researcher has to strictly abide with the following during the final presentation:

- 6.1. Color of the Cover
- 6.2. Letter Style and Font Size
- 6.3. Margin
- 6.4. Othes that might be asked during the final presentation