



Republic of the Philippines  
Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
Del Pilar-Velez St., Cagayan de Oro City  
website: [www.depedmisor.net](http://www.depedmisor.net)



Contact numbers (08822)724615, (088)8564454

**DIVISION MEMORANDUM**  
**NO. 136 series 2015**

**To :** Assistant Schools Division Superintendent  
Education Program Supervisors  
PS District Supervisors/Coordinating Principals  
Senior Education Program Specialists/Education Program Specialists II  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
This Division

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

**Date :** May 15, 2015

**Subject :** **RESETTING OF THE SCHEDULE OF THE CONDUCT OF ACTION RESEARCH PROPOSALS PRESENTATION**

Due to the unavailability of the members of the Division Action Research Team on May 21 and 22, 2015, the Conduct of Action Research Proposals is rescheduled from May 21-22, 2015 to **May 28-29, 2015**. Further, this office reminds the prospective paper-presenters to take note of the following:

1. It is reiterated that prospective paper presenters are sternly reminded to attach a photocopy of the **approved LETTER REQUEST TO CONDUCT AN ACTION RESEARCH** to each of the set of manuscript submitted for review. Please see the Enclosure No. 1 of this memorandum to have a unified format.
2. This office further reminds the participants to bring laptops, extension wires and other materials necessary for the above-mentioned purposes.
3. Prospective paper-presenters listed in the Enclosure No. 1 of Division Memo No. 108 dated April 24, 2015 are advised to be at the venue on May 28, 2015 at 7:00 o'clock in the morning.
4. Order of presentation and other pertinent information relative to the conduct of this activity is given in the Division Memo cited above.
5. For more information and updates, you may contact 09263274175.

Immediate and wide dissemination of this memorandum is earnestly desired.

CLL/lmc

Enclosure No.1 to Division Memo No. 136 series 2015  
(Sample text of the Letter Request to Conduct an Action Research)

Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF \_\_\_\_\_  
\_\_\_\_\_ School  
\_\_\_\_\_

\_\_\_\_\_  
Date

The Schools Division Superintendent  
Division of Misamis Oriental  
Department of Education  
Don A. Velez St., Cagayan de Oro City

Madam:

The results of the National Achievement Test (NAT) for \_\_\_\_\_ pupils/students in the 25 public elementary/high schools in the Division of \_\_\_\_\_ revealed that out of 11,295 pupils/students who took the said achievement test, only 8,789 or 77.81% percent have reached 70% in the mean percentage score (MPS) in the area of Mathematical Ability (MA), while the remaining 2,506 or 30 percent has not reached the percentage set by the division.

With the above findings and in the desire to advance the achievement level, may I request that I be permitted to conduct an Action Research entitled: "Factors Affecting the Achievement Level of Grade Six/Fourth Year High School pupils/students in the National Achievement Test (NAT) for School Year \_\_\_\_\_ - \_\_\_\_\_".

The objectives of this action research are:

1. To determine the factors affecting the achievement level of Grade Six/Fourth Year pupils/students in the National Achievement Test (NAT).
2. To increase the achievement level of Grade Six/Fourth Year pupils/students in the National Achievement Test (NAT).
3. To conduct instructional needs appraisal of the Grade Six/Fourth Year pupils/students who did not pass in the standards set by the division.

Attached are the Results of the National Achievement Test (NAT) for School Year \_\_\_\_\_ - \_\_\_\_\_ and the Action Research Proposal.

I hope this request merits your approval.

Very truly yours,

\_\_\_\_\_  
Teacher III-Researcher

Noted:

\_\_\_\_\_  
Secondary School Principal II

\_\_\_\_\_  
PS District Supervisor

Reviewed:

**LINDO M. CAYADONG**  
Senior EPS, Planning and Research

Recommending Approval:

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

APPROVED:

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