



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
email: misamisoriental@deped.gov.ph

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DIVISION MEMORANDUM
NO. 11, SERIES 2016

TO : Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Senior Education Program Specialists/Education Program Specialists II
Select Public Elementary and Secondary Schools Heads

This Division

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

DATE : January 6, 2016

SUBJECT: **LIVE-IN DIVISION SEMINAR WORKSHOP ON
CONDUCTING ACTION RESEARCH 2016**

1. Recognizing the importance of quality education through the culture of research and professional growth of teaching and non-teaching personnel in this division, this Office will hold a "Live-in Division Seminar Workshop on Conducting Action Research 2016" on January 25-27, 2016 at a venue to be set.

2. This seminar workshop aims to:

- a. Provide participants with the full understanding of an action research;
- b. Develop a deeper understanding on the significance of research;
- c. Widen the understanding on the relevance of creating a culture of research in schools/districts and in the division;
- d. Equip skills in conducting and writing an action research to the teaching and non-teaching personnel;
- e. Develop division research agenda;
- f. Further improve the quality of action researches conducted;



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3. Participants to this activity are the Select Public Elementary Schools Heads, Select Secondary Schools Heads, Chiefs (Curriculum Implementation Division and Schools Governance and Operations Division), Senior Education Program Specialists and a select Education Program Specialist II.

4. The Output of this seminar workshop is Action Research Proposal. Hence, the participants are advised to bring their own laptops, extension wires for presentations and a pocket wifi.

5. Attached are the seminar workshop matrix and List of Participants.

6. Each participant is to be charged with a registration fee of **Two Thousand Five Hundred Pesos (P 2,500.00)** to defray the cost of food, accommodation and other incidental First meal and last meal to be served is breakfast on January 25 and lunch on January 27, 2016 respectively. Registration of participants on January 25, 2016 starts at 6:30 AM and ends at 8:00 A.M. The seminar workshop proper commences at 8:00 o'clock in the morning on the first day.

7. Registration fee, transportation expenses, accommodation, training materials, honorarium of speakers and other expenses of the said training shall be charged against school MOOE while select division personnel's expenses shall be charged to division local funds subject to the usual accounting and auditing policies, rules and regulations.

8. For clarification and further information, please contact Lindo M. Cayadong, Senior Education Program Specialist for Planning and Research/Division Research Coordinator at 09263274175.

9. Immediate and wide dissemination of this Memorandum is hereby enjoined.

CMLL/egd/lmc

Division Seminar-Workshop on Conducting Action Research 2016

January 25-27, 2016

Division of Misamis Oriental

TRAINING MATRIX

January 25, 2016:

AM Session: 0900-1200

Component 1: Understanding Action Research in Education

1. What is Action Research?
2. How does it work?
3. The Action Research Process
4. Individual or Collaborative?
5. Principles of Action Research

Worksheet 1: Beginning the Action Research Process

Presentation and Critiquing

PM Session: 1300-1600

Component 2: Developing the Action Research Plan

Phases of Action Research

1. Identifying the Classroom Problem

Workshop Activity 1- Identifying a Problem

Presentation and Critiquing

January 26, 2016

AM Session: 0900-1200

2. Collecting and Analyzing Data
3. Making Instructional Decisions and Sharing the Results
4. Developing an Action Research Plan

Worksheet 2: Action Research Plan

Presentation of Worksheet 2

PM Session: 1300-1600

Component 3: Conducting Research (Iterative Process)

1. Data Gathering Techniques (Prior to and During)

- Refining Focus
- Reassessing Research Questions
- Ethics in Data Gathering
- Data Sources and Collection Techniques
- ✓ Consensus/Field Methods/Focus Group Discussion - **Workshop Activity 2: Conducting FGD**
- ✓ Observations: Developing Observation Protocol
- ✓ Written Enquiry Methods
- Developing Enquiry Instruments (Questionnaires, Checklists)
- ✓ Document Analysis- *Using Archival Data*
- ✓ Conducting Interviews

Workshop Activity 3: Developing Interview Protocol

- Transcribing the Interview

- Analyzing Interview Data
- Recording Insights and Summarizing Reflections
- Planning Future Interviews

January 27, 2016

AM Session: 0900-1200

2. After Data Collection

Workshop Activity 4: Using SPSS to Analyze Data

- *Analyzing Quantitative Data: Using Statistics as a Tool*
- *Analyzing Qualitative Data: Developing Coding Categories*
Initial Coding and Focused Coding
Types of Coding Categories

Workshop Activity 5: Conducting, Transcribing and Analyzing Interview

- Sharing Results before Completing Analysis (Validation)

PM Session: 1300-1600

3. Action Research Plan for Continuous Improvement

- ***Worksheet 3: Implementing the Action Research Plan***

Presentation and Critiquing

5. Action Research Report

- Template for AR Report
- Dissemination and Publication
- Participation in ARAL2016

** The seminar-workshop will include lecture-presentations, small group discussions, reflective writing activities, presentation and critiquing of action research plans.*



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City

LIST OF PARTICIPANTS (PUBLIC ELEMENTARY SCHOOLS HEADS)
SY 2015-2016

	Name of School Administrators	Position	No.	School District	School
1	Edna N. Albaran	P3	1	Tagoloan	Tagoloan CS
2	Marelyn D. Tapal	P2	1	Balingasag North	Balingasag CS
3	Edwin V. Amparo	P1	1	Villanueva	Vn Chavez MCS
4	Jenny E. Padero	P1	1	Initao	Initao CS
5	Analyn Salcedo	P2	1	Opol	Opol CS
6	Rosana S. Emanel	P2	1	Salay	Salay CS
7	Lynneth R. Abroguena	P2	1	Jasaan	Jasaan CS
8	Divina P. Nacasabog	P1	1	Claveria I	Claveria CS
9	Diana A. Baculio	P1	2	Opol	Igpit ES
10	Emer C. Jenisan	P2	9	Medina	Gov. Pelaez ES
11	Esmar L. Gaid	P1	1	Lugait	Lugait CS
12	Aura O. Villastique	P2	1	Naawan	Naawan CS
13	Susan Emata	P1	2	Tagoloan	Baluarte ES
14	Aileen F. Dabon	P1	1	Talisayan	Talisayan CS
15	Role M. Ubayubay	P2	1	Alubijid	Alubijid CS
16	Erna C. Oco	P2	1	Manticao	Manticao CS
17	Gladys Banac	P1	3	Tagoloan	Sta. Ana ES
18	Djhonnale L. Aleria	P1	4	Tagoloan	Sta. Cruz ES
19	Genes P. Lesaca	P1	5	Tagoloan	Casinglot ES
20	Ma. Theresa L. Delegencia	P1	2	Villanueva	San Martin ES
21	Marcel J. Tagalogon	P1	1	Libertad	Libertad CS
22	Virgina J. Mariano	HT3	6	Tagoloan	Gracia ES
23	Teodilo L. Babanto	P1	1	Medina	Medina CS
24	Victor S. Llausas	P1	2	Jasaan	Bobotugan ES
25	Gina I. Cagang	P2	1	Balingasag South	Baliwagan CS
26	Cecilia L. Ubalde	P1	1	Lagonglong	Lagonglong CS
27	Clavel C. Lagra	P1	10	Medina	Maanas ES
28	Feliza Genovia	HT3	2	Manticao	Punta Silum ES
29	Niele B. Saburnido	P1	3	Opol	Luyong Bonbon ES
30	Imelda C. Emamo	P1	7	Tagoloan	Mohon ES
31	Pamfilo Picot	P2	1	Claveria II	Mat-I CS
32	Adelina C. Japona	P1	2	Balingasag South	Biritinan ES



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	Name of School Administrators	Position	No.	School District	School
33	Rosalita Abut	P1	15	Balingasag South	Linabu ES
34	Arlyn A. Omahoy	P2	2	Kinoguitan	Balingaan CS
35	Gemma J. Bagnol	P1	1	Magsaysay II	Kibungsod CS
36	Carmelito A. Talipan	P1	3	Talisayan	Babanlagan ES
37	Nieva E. Bitonga	P2	2	Balingasag North	Mambayaan ES
38	Francisca G. Adlaon	P1	1	Sugbongcogon	Sugbongcogon CS
39	Reynaldo V. Magan	P1	3	Jasaan	Aplaya ES
40	Ma. Fidela C. Salvador	P1	11	Jasaan	San Antonio ES
41	Ma. Lealou C. Fabria	P2	1	Laguindingan	Laguindingan CS
42	Wilma D. Piales	P1	2	Libertad	Matangad ES
43	Ma. Asuncion G. Rafols	P1	4	Opol	Barra ES
44	Franklin O. Ocate	P1	12	Balingasag North	San Isidro ES
45	Betty R. Pahalla	P1	2	Magsaysay II	Consuelo ES
46	Rico V. Sumastre	P1	2	Salay	Looc ES
47	Lilibeth C. Baco	P1	3	Claveria I	Hinaplanan ES
48	Samson A. Bonior	P1	4	Jasaan	Kimaya ES
49	Grethel R. Lubi	P1	2	Lagonglong	Dampil ES
50	Germis R. Salon	P1	1	Magsaysay I	Magsaysay CS
51	Mary Ann C. Magdale	P1	2	Alubijid	Lourdes ES
52	Alexander B. Oguis	P1	2	Laguindingan	Mauswagon ES
53	Lucia L. Sabayanan	P1	3	Libertad	Gitagum CS
54	Plo R. Bagares	P3	3	Manticao	Cabalantian ES
55	Alvin A. Sabayanan	P2	4	Manticao	Tuod ES
56	Grace G. Magallanes	P1	3	Villanueva	Don F. Jacinto ES
57	Lilia C. Singasing	P1	3	Balingasag North	Napaliran ES
58	Angie Ordinan	P1	1	Kinoguitan	Kinoguitan CS
59	Manuelita P. Capito	P1	3	Lagonglong	Kabulawan ES
60	Alma P. Sabuero	P1	3	Magsaysay II	Kandiis ES
61	Deima A. Masion	P1	4	Claveria I	Patrocio ES
62	Flora O. Gadrinab	P1	3	Claveria II	Lanise ES
63	Oscar R. Sabugaa	HT3	4	Balingasag North	Cala-cala ES
64	Necelinda A. Daamo	P1	5	Balingasag North	Cogon ES



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65	Fidel U. Dadang	P1	6	Balingasag North	Mandangoa ES
66	Joselito M. Opaon	HT3	4	Lagonglong	Umagos ES
67	Manolito V. Sale Sr.	P1	5	Jasaan	Luz Banzon ES
68	Jocelyn A. Cabingas	P1	6	Jasaan	Solana ES
69	Amy C. Dagondon	HT3	3	Laguindingan	Tubajon ES
70	Juliet B. Akut	P1	4	Laguindingan	Kibaghot ES
71	Solome Fabrigas	P1	2	Lugait	Biga ES
72	Riza P. Acenas	P1	4	Salay	Inobulan ES
73	Justiniano B. Abueva	P1	2	Talisayan	Sta. Ines ES
74	Jennifer U. Zuilta	HT3	5	Claveria II	Malagana ES
75	Lone U. Dampal	P1	5	Naawan	Maputi ES
76	Marilyn E. Abrio	P1	8	Tagoloan	Natumolan ES
77	Erlinda A. Emata	HT3	4	Villanueva	Looc ES
78	Relson Bana	P1	4	Balingasag South	Samay ES
79	Susan V. Relova	P1	12	Balingasag South	Dumarait ES
80	Chinita S. Lapad	HT3	5	Lagonglong	Kauswagan ES
81	Glenn S. Mutia	P1	21	Medina	Tup-on ES
82	Jasmin A. Caputol	P1	3	Sugbongcogon	Binuangan CS
83	Hideliza T. Mercado	HT1	14	Jasaan	Danao ES
84	Elsa E. Loquias	P1	3	Balingasag South	Bagaay ES
85	Jovencio U. Gorres	P1	17	Balingasag South	San Juan ES
86	Oscar G. Salacinas	HT3	3	Kinoguitan	Buko ES
87	Marven D. Bescayno	P1	9	Magsaysay I	San Isidro ES
88	Emma E. Abregana	P1	11	Magsaysay I	San Vicente ES
89	Marcelino E. Ipanag	P1	4	Medina	Buliwa ES
90	Manfe Leonora R. Caculba	HT2	14	Sugbongcogon	Mangga ES
91	Elma P. Sabio	T3/SIC	5	Claveria I	Gumaod ES
92	Jocelyn T. Virador	P1	11	Claveria I	Plaridel ES
93	Allan B. Roxas	P1	2	Initao	Tawantawan ES
94	Nardita E. Tadias	HT1	7	Jasaan	San Nicolas ES
95	Mernanita S. Rivera	HT3	3	Lugait	Kalangahan ES
96	Lorna Wahing	P1	6	Lugait	Talacogon ES



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97	Titus R. Cruz	HT3	5	Villanueva	Dayawan ES
98	Gemalyn P. Villanueva	P2	6	Villanueva	Kalingagan ES
99	Milaflor T. Morales	T3/SIC	7	Balingasag North	Kibanban ES
100	Susan P. Ybanez	P1	8	Balingasag North	Quezon ES
101	Felipe Z. Labial	HT3	19	Balingasag South	Waterfall ES
102	Editha V. Dahilan	HT3	6	Lagonglong	Lumbo ES
103	Ricky B. Abao	P1	15	Medina	Portulin ES
104	Nelfa D. Ampaled	HT1	5	Alubijid	Sungay ES
105	Elicris A. Caño	P1	3	Initao	Gimangpang ES
106	Aida G. Galope	HT3	4	Initao	Jampason ES
107	Limwell L. Cabasan	HT1	5	Laguindingan	Sinai ES
108	Rudy A. Piales	P1	4	Libertad	Dulong ES
109	Greg F. Magsayo	P1	8	Libertad	Gimaylan ES
110	Sandra G. Caudor	HT3	2	Naawan	Mapulog ES
111	Jeannie A. Caracho	P3	5	Opol	Patag ES
112	Lorelyn P. Agbong	P1	10	Villanueva	Balacanas ES
113	Rubiriza P. Molina	P1	5	Balingasag South	Hermano ES
114	Flordeliza A. Talipan	HT3	12	Kinoguitan	San Alonzo ES
115	Ferdinand Ubalde	HT3	7	Lagonglong	Tabok ES
116	Gregorio T. Odtohan	P1	9	Magsaysay II	Kimaya ES
117	Calixto B. Pabualan	HT5	3	Alubijid	Sampatulog ES
118	Mary Jane C. Birondo	HT2	7	Claveria I	Sta. Cruz ES
119	Necifora E. Cainoy	P1	10	Jasaan	Natubo ES
120	Samy T. Igloria	HT1	6	Opol	Bagoococ ES
121	Dennis F. Magsayo	P1	6	Initao	San Pedro ES
122	Nicanor N. dela Cruz	P1	7	Naawan	Linangkayan ES
123	Nesipora P. Peñas	P1	10	Manticao	Pagawan ES



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LIST OF PARTICIPANTS (Secondary School Heads)

DIVISION SEMINAR WORKSHOP ON CONDUCTING ACTION RESEARCH 2016

Name of School Heads	Designation	School	District
1. Marilyn A. Aban	P2	Baliwagan National HS	Balingasag
2. Ritzy D. Mutia	P1	Kibungsod National HS	Magsaysay
3. Judaline D. Monte	P2	Medina National CHS	Medina
4. Merlinda T. Ilago	P1	Misamis Oriental National HS	Balingasag
5. Presentacion P. Alarba	P2	Salay National HS	Salay
6. Florina D. Brua	P2	Sugbongcogon National HS	Sugbongcogon
7. Ma. Theresa T. Tolentino	P2	Talisayan National HS	Talisayan
8. Reynaldo S. Cabillan, Ph.D	P4	Alubijid National Comprehensive HS	Alubijid
9. Jodilyn S. Bama	P1	DG Sabal MNHS	Claveria I
10. Cesar D. Estrosas	P2	Initao NCHS	Initao
11. Fe D. Arancon	P1	Jasaan National HS	Jasaan
12. Adefer B. Caño	P2	Laguindingan National HS	Laguindingan
13. Pablo A. Sabaldana	P2	Libertad National HS	Libertad
14. Edward A. Jarales	P2	Lugait National HS	Lugait
15. Pedro R. Estaño, Ph.D.	P4	MOGCHS	
16. Luzviminda Z. Labis, CE, Ph.D	P2	Naawan NHS	Naawan
17. Anthony Y. Pacamalan	P2	Opol National STS	Opol
18. Teofilo M. Artiaga	P1	Sta. Ana National HS	Tagoloan
19. Severa C. Go	P1	Tagoloan National HS	Tagoloan
20. Resurrecion C. Padon	P1	Villanueva National HS	Villanueva



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LIST OF PARTICIPANTS (DIVISION PERSONNEL)

Division Seminar Workshop on Conducting Action Research 2016

Name of Personnel	Designation
1. Erlinda G. Dael, Ph.D.	Chief, Curriculum Implementation Division
2. Rudy O. Magdugo	Chief, Schools Governance and Operations Division
3. Lindo M. Cayadong	Senior Education Program Specialist Planning and Research
4. Marife D. Balaba, Ph.D.	Senior Education Program Specialist Human Resources Development
5. Vevian T. Tuason, Ph.D.	Senior Education Program Specialist Social Mobilization and Networking
6. Danny A. Asio	Senior Education Program Specialist School Monitoring and Evaluation
7. Gerry P. Madrid	Education Program Specialist II School Monitoring and Evaluation