



Republic of the Philippines

Department of Education

Region I

PANGASINAN SCHOOLS DIVISION OFFICE II

19 December 2023

DIVISION MEMORANDUM

NO. 611 s. 2023

Call for the Submission of Action Research Proposals for SY 2023-2024

To: Assistants Schools Division Superintendent
Chief Curriculum Implementation Division
Schools Division Research Committee and Secretariat
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Junior High School Teachers

1. Pursuant to the initiatives of the Department towards strengthening evidence-based policy formulation and decision making in all levels of governance, this Office announces the call for the submission of action research proposals for SY 2023-2024.

2. Action Research proposals to be submitted by Elementary/ Junior High School/ Senior High School Teachers shall focus on learning recovery interventions in the classroom. **More specifically, proposed innovation, intervention, and strategy of the proposal shall focus on 4th quarter learning gaps.**

3. **The submission shall be on or before February 5, 2024.** Three (3) printed copies of the research proposal shall be submitted. Please be guided by the provisions stated in DepEd Order No. 16, s. 2017 (Research Management Guidelines).

4. **Only the School Research Committee (SRC)** both for the elementary and secondary schools is advised to ensure that all research proposals have been fully screened before endorsing them to the Division Office. Attached is the evaluation tool for action research proposals for ready reference of the SRC.

5. The SDRC secretariat shall conduct the initial division level screening of submitted proposals against the eligibility requirements. Proposals falling under the following conditions will not be further evaluated, and will immediately be returned, with technical inputs, to the proponents:

- 5.a. Incomplete documentary requirements as prescribed during the call for proposals;
- 5.b. Conflict of interest in personal and professional aspects, which may influence the impartiality of the proponent;
- 5.c. Non-conformance to research ethics;



Address: Guico St. Canarvacanan, Binalonan, Pangasinan
Telephone Number: (075) 524-7768/ 637-6227
Email Address: pangasinan2@deped.gov.ph

- 5.d. Non-alignment of research topic with the national and local Basic Education Research Agenda particularly teaching and learning.
6. Action Research proposals submitted and defended last school year may be submitted and will not be subjected to oral defense provided that the proposed innovation, intervention and strategy is still relevant and serves as the immediate concern of the proponent in his/her class.
7. To qualify for approval, the proponent must have a minimum score of 70% as stated in DepEd Order No. 16, s. 2017.
8. Immediate dissemination of this memorandum is desired.

APPROVED FOR TRANSMISSION:

ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V

[Signature]
LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

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Name:
 School:
 Congressional District:
 Learning Area:

ACTION RESEARCH EVALUATION TOOL

Criteria	Yes	No	Remarks
1. Research Title			
The title clearly states the topic of the study			
2. Rationale of the Study			
a. The research proposal presents a general description of the topic			
b. The proposal has a comprehensive discussion of school situater			
c. The proposal discussed the main issue of the study			
d. The arguments presented are supported by relevant data			
3. Research Questions			
a. Main and specific questions are present			
b. Main question reflects the research topic and is in consonance with the research title			
c. Main question is written as a declarative sentence			
d. The specific questions include the pre and post assessments of the intervention			
e. Specific questions are written as interrogative sentences			
f. Specific questions are not answerable by yes or no.			
4. Proposed Innovation, Interventiona and Strategy			
a. An updated/new innovation, intervention or strategy is presented			
b. The proposed innovation, intervention or strategy is supported by detailed discussion of the activities to be done within the 4th Quarter			
c. The innovation, intervention or strategy will be implemented for at least eight (8) weeks			
5. Methodology			
5.1. Participants			
a. The number of participants is specified			
b. The inclusion criteria for the selection of the participants is discussed thoroughly			
5.2. Data Gathering Methods			
a. The main instrument/s to be used is/are specified			
b. The mechanism to validate the instrument is present			
c. The instrument to be used in the study is attached as annex			
5.3. Data Analysis Plan			
a. The statistical tools that shall be used to process and analyze data per specific problem are indicated			
b. The tools are defined with their corresponding formula			
5.4. Action Research Work Plan and Timelines			
a. The timeline presented is within 6 months period			
b. The activities to be conducted are clearly stated			
5.5. Cost Estimate			
a. The estimated cost to be incurred is specified			

b. The items constituting the cost are identified			
5.6. Plans for Dessimination and Utilization			
a. There is a detailed discussion on how to dessiminate the output of the study			
b. There is a detailed discussion on how to utilize the output of the study			
5.7. References			
a. APA style was used			
b. The entries are alphabetically arranged			
c. The 2nd line onwards of each entry were indented to the right.			

Recommendation of the School Research Committee:

Checker:

Signature above Printed Name
Designation/Position

Approved:

Signature above Printed Name
Chairperson, School Research Committee