



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 02 2022

MEMORANDUM

No. 246, s. 2022

**TIMELINE OF ACTIVITIES FOR THE CONDUCT OF
CLASSROOM ACTION RESEARCH (CAR) FOR SCHOOL YEAR 2022-2023**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In conformity with DepEd Order No. 26, s. 2021 titled, "Amendment to DepEd Order No. 016, s. 2017 (Research Management Guidelines)", dated June 21, 2021, the Timeline of Activities for the Conduct of Classroom Action Research (CAR) for School Year 2022-2023 is issued to provide guidance in the management of research initiatives and activities.
2. The School Research Committee (SRC) should perform the following roles and responsibilities:
 - a. provide directions on school research initiatives;
 - b. evaluate and approve research proposals and other related school research initiatives to be funded under the Basic Education Research Fund (BERF) and other fund sources; and
 - c. prepare and submit reports to the Schools Division Research Committee (SDRC) every **30th day of the month**.
3. Strict implementation of the deadline will be enforced relative to the preparation of the Educational Research Assistance (ERA) Obligation Request (OBR) and Disbursement Voucher (DV). Schools that cannot meet the deadline will not be included in the OBR and DV for the semi-annual.
5. Schools that were not included in the OBR and DV may receive their ERA in December if there are still available funds under the Research, Exploration and Development Expenses (REDE).
6. Attached with this Memorandum are the following enclosures, for reference:
 - a. Timeline of Activities for the Conduct of Classroom Action Research (CAR) School Year 2022-2023
 - b. Checklist for the Educational Research Assistance (ERA) Proposal
 - c. ERA Application Form
 - d. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
 - e. Action Research Proposal Template
 - f. Scoring Checklist for Appraising Action Research Proposal



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- g. CAR-ME Form Nos. 1-6
- h. Typesetting the Full Paper for Action Research
- i. Narrative Report on School-Based Conference
- j. Research Titles Undertaken by the Teachers SY 2022-2023
- k. Classroom Action Research: Self-Evaluation Checklist.

7. Queries and concerns relative to the CAR may be directed to *Ms. Phoebe R. Arroyo*, Senior Education Program Specialist - Planning and Research Division at 805-99-35 to 38, local 120.

8. Immediate and wide dissemination of, and strict compliance with this Memorandum is directed.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl.: As stated
References: As stated
be indicated in the Perpetual Index
Under the following subjects

RESEARCH	SCHOOLS
REPORTS	FUNDS

PRA /Timeline of Activities for Conducting Classroom Action Research (CAR) School Year 2022-2023
246 /October 19, 2022



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Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
MUNTINLUPA CITY

**TIMELINE OF ACTIVITIES FOR CONDUCTING
CLASSROOM ACTION RESEARCH
SY 2022-2023**

DATE	ACTIVITY	OUTPUT
August – September, 2022	Assess the needs in education (school, classroom) through - Pre-Test Results - Standardized Assessment (CRLA, Phil-IRI, Numeracy, etc) - Focus Group Discussions (feedback from the teachers) - Formal Observations - Interviews - Available secondary data	Database of Learning Assessment per Learning Area/ per Grade Level/per Class (preferably specific competencies)
October 2022	Identify the Action Research Problem - Prioritize according to the four criteria namely: strategic importance, urgency, magnitude and feasibility - Reflect on the possible solutions to prioritized problems - Search for Literature Review	List of Identified Research Problems List of Possible solutions to the prioritized Problem Literature Review
November 2022	Research Design (Quantitative, Qualitative or Mixed Designs) Prepare the Educational Research Assistance Proposal following the prescribed format	Research Methodology ERA Proposal
December 2022- February, 2023	Implement the Intervention and Data Generation	Documentation / Data Generation
March, 2023	Process and Analyze the Data	Data Processing and Analysis
April, 2023	Interpret and Present the Data	Data Interpretation
May, 2023	Write the Classroom Action Research Report	Full Paper
June, 2023	Edit/Revise the Final Classroom Action Research Report	Edited Full Paper

CHECKLIST FOR THE ERA PROPOSAL

TITLE:

Name of Lead Proponent: _____ Mobile NO:

School: _____

Division: _____ E-mail Add: _____

Date of Submission to the SDO: _____

Instructions:

Put a check mark (✓) if you have complied (C), not Complied (NC) and not Applicable (N/A).

No.	Document	C	NC	N/A	Remarks
1	Research Application Form				
2	Action Research Proposal Template (3-10 pages)				
3	Declaration of Absence of Anti-Plagiarism				
4	Declaration of Absence of Conflict of Interest				

Researcher
(Signature Over Printed Name)

Reviewed by:

School Research Committee/ Focal Person
(Signature Over Printed Name)

EDUCATIONAL RESEARCH ASSISTANCE (ERA) APPLICATION FORM

GENERAL INSTRUCTIONS:

- Fill up the information requested completely.
- Use A4 size of bond paper.

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH (150 words only)	
RESEARCH CATEGORY (choose <u>only one</u>) ☐ National ☐ Region ☐ Schools Division ☐ District ☐ School (choose <u>only one</u>) ☐ Action Research ☐ Basic Research	THEME OF THE RESEARCH (choose <u>only one</u> main research theme) ☐ Teaching and Learning ☐ Child Protection ☐ Human Resource Development ☐ Governance (choose <u>only one</u> cross-cutting theme, if applicable) ☐ Disaster Risk Reduction Management ☐ Gender and Development ☐ Inclusive Education
FUND SOURCE (e.g. SEF, others)	

**indicate also if proponent will use personal funds*

B. PROPONENT INFORMATION*PROPONENT*

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDAY:	SEX:	POSITION / DESIGNATION: SCHOOL PRINCIPAL
DIVISON MUNTINLUPA CITY	SCHOOL	SCHOOL/OFFICE ADDRESS
CONTACT NUMBER/S:		EMAIL ADDRESS (preferably DepEd email):
EDUCATIONAL ATTAINMENT	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:		

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate Supervisor

Position / Designation

Date

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per DO 16, s. 2017.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education for any conflict of interest which I have intentionally concealed.

Name and Signature of Proponent

Date

DECLARATION OF ANTI-PLAGIARISM AND ABSENCE OF CONFLICT OF INTEREST

1. I,, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person or that of the undersigned proponents and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I/We further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources. I/We also hereby attest that this research has not yet been finished and is not part of the proponent/s' thesis/dissertation.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education.

Name and Signature of Lead Proponent

Click or tap to enter a date.

Date

ACTION RESEARCH PROPOSAL

GENERAL INSTRUCTIONS (read me):

- Fill up the information requested completely.
- Research parts are indicated with description to serve as a guide. **Please delete all the highlighted (with gray color) part once you are done filling up the template.**
- Use A4 size bond paper for hard and soft copy.

ACTION RESEARCH PROPOSAL

PROPONENT	
TITLE OF RESEARCH	
TYPE OF RESEARCH	ACTION RESEARCH
SCHOOL	

CONTEXT AND RATIONALE

- *Description and context of the study*
- *Reason for conducting the study*
- *How the results could be used in action planning*

ACTION RESEARCH QUESTIONS

- *Identify the problem/s which will be addressed by the research*

PROPOSED INNOVATION, INTERVENTION AND STRATEGY

- *Idea*
- *Problem*
- *Procedure/ system*
- *Solution*
- *Phenomenon*
- *Combination of any of these that were used to solve the research problem*

ACTION RESEARCH METHODS

A. Participants and/or other Sources of Data and Information

- *Who will participate in the research*
- *Number of people*
- *Characteristics of the participants/ sample*
- *Sampling procedure*

B. Data Gathering Methods

- *Various instruments*
- *Procedures for data collection*

C. Data Analysis Plan

- *How the data will be analyzed and reported*
- *Qualitative and/or quantitative methods used in analyzing the data*

PLANS FOR DISSEMINATION AND UTILIZATION

DISSEMINATION ACTIVITIES <i>add rows if necessary</i>	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1.						
2.						
3.						
4.						
5.						

REFERENCES

**Please follow the APA format*

Submitted by:

Proponent
(Signature above Printed Name)

SCORING CHECKLIST FOR APPRAISING ACTION RESEARCH PROPOSALS

General Instructions:

- Fill up the information requested completely.
- Rate the research paper based on the criteria and write your comments or suggestions if you have any.

Research Title:

School:

Proponent:

Main Criteria	Increasing Levels of Quality and their Descriptions					Score	Comments or Suggestions
	low				high		
Sub-Criteria							
Rationale of the Action Research (30 points)	Context (15 points)	not described (no points)	The action research proposal presents a general description of the topic or focus of inquiry (5 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained. (12 points)	The nature, extent and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)		
	Proposed Intervention, Innovation, Strategy (15 points)	not presented (no points)	The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issue (8 points)	The proposal outlines when and where the intervention, innovation or strategy will be undertaken, and who will be involved. Activities to be undertaken are stated. (12 points)	The rationale, extent and limitation of the intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support (15 points)		
Action Research Questions (30 points)		not stated (no points)	The action research proposal has a stated aim, objective, or general research questions (s). (5 points)	The research questions (s) specify the action research variables (s) or the focus of inquiry. Key elements of the research questions (s) are reflected in the title of the proposal. (25 points)	The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue and conveys the desired change of improvement. (30 points)		
Main Criteria	Sub-criteria	Increasing Levels of Quality and their Descriptions				Score	Comments or Suggestions
		low			high		
Action Research Methods (30 points)	Participants and/or other Sources of Data and Information (10)	not stated (no points)	The action research proposal states the target participants and/or other source of data and information (ex: learners, teachers, documents,	Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)			

			realia, learners' products, others) (5 points)			
	Data Gathering Method(s) (100)	Not described (no points)	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)	Details of the data gathering method(s) are provided: the specific kinds of data, how and when they will be collected (ex: pretest and posttest scores). Research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others) (8 points)	The proposal explains why the selected data gathering methods (s) is suited to the nature and purpose of the action research. The data gathering methods (s) is aligned with the research questions (s). Research instruments, if any, are appropriate for obtaining the desired kind of data/information. (10 points)	
	Data Analysis Plan (10)	not stated (no points)	The action research proposal presents a general description of how the gathered data/information will be analyzed. (5 points)	Details of the methods(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)	The selected method of data analysis is shown to be appropriate to the nature of the data/information to be gathered and for addressing the research question (s). (10 points)	
Action Work Plan and Timelines (5 points)		not included (no points)	The action research proposal includes a list of major items and their estimated costs. .	A detailed workplan is provided covering start to completion of the action research. Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (5 points)		
Cost Estimates		not included (no points)	The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the action research and adhere to the BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (5 points)		
					Total Score	

Evaluated by:

School Research Committee
(Signature above printed name)

Note to secretariat:

1. To get the average score:

$$\frac{1^{\text{st}} \text{ evaluator score} + 2^{\text{nd}} \text{ evaluator score} + \dots + \text{nth evaluator score}}{\text{No. of evaluators}}$$

Decision box

Score	Decision
Less than 70%	Disapproved
70 % or higher	Approved

2. Take note of the comments and suggestions of SRC from the above scoring checklist to be listed in the 1st column of "Response to Suggestions and Comments of SRC Committee".

CHECKLIST FOR EVALUATING CLASSROOM ACTION RESEARCH (CAR) TITLE

Name of Teacher :

Name of School:

CAR Title:

Please respond to the following questions by checking Yes or No or providing the appropriate remarks.

A. ACTION RESEACH TITLE		Yes	No	Output/Remarks
	1. Has been presented to the School Research Committee (SRC)			
	2. Shows responsiveness to real classroom-based situation			
	3. Specify a problem			
	4. Indicates a proposed solution			
	5. States the selected participants in the study			

Checked by:

SRC Member_____
SRC Member_____
SRC Member_____
SRC Member_____
SRC Co-Chair_____
SRC Chair_____
SRC Adviser

Noted by:

Teacher-Researcher

CAR-ME FORM NO. 2 (SDRC Copy)

**SUMMARY REPORT ON MONITORING & EVALUATING
CLASSROOM ACTION RESEARCH PROGRESS
(Research Tools/Instruments)**

Part I

Name of School: _____
Total No. of Teachers: _____
No. of Teachers Monitored _____

Part II

1. What difficulty did the teacher-researchers encounter in developing the research tools/ instruments?

2. What interventions/actions/solutions did the School Research Committee (SRC) provide to the teacher-researchers?

3. What suggestions/recommendations can the SRC give to make the research activity easy for the teacher-researchers?

Submitted by:

SRC Member

SRC Member

Co-Chair

SRC Adviser

SRC Member

SRC Member

SRC Chair

CAR-ME FORM NO. 3 (SDRC Copy)

**SUMMARY REPORT ON MONITORING & EVALUATING
CLASSROOM ACTION RESEARCH PROGRESS
(CONDUCT OF THE STUDY)**

Part I

Name of School: _____

Total No. of Teachers: _____

No. of Teachers Monitored: _____

1. What difficulty did the teacher-researchers encounter in conducting the research?

2. What interventions/actions/solutions did the School Research Committee (SRC) provide to the teacher-researchers?

3. What suggestions/recommendations can the SRC give to make the research activity easy for the teacher-researchers?

4. What are the ethical considerations and protocols that are taken into account in order to produce a valid Classroom Action Research (CAR)?

Submitted by:

SRC Member

SRC Member

SRC Co-Chair

SRC Adviser

SRC Member

SRC Member

SRC Chair

CAR-ME FORM NO. 4 (SDRC Copy)

**SUMMARY REPORT ON MONITORING AND EVALUATING
CLASSROOM ACTION RESEARCH PROGRESS
(DATA PROCESSING AND ANALYSIS)**

Part I

Name of School: _____

Total No. of Teachers: _____

No. of Teachers Monitored: _____

Part II

1. What difficulty did the teacher-researchers encounter in crafting the following:
 - a. Data Processing

 - b. Data Analysis

2. What interventions/actions/solutions did the School Research Committee (SRC) provide to the teacher-researchers?

3. What suggestions/recommendations can the SRC give to make the research activity easy for the teacher-researchers?

Submitted by:

SRC Member

SRC Member

SRC Member

SRC Member

SRC Chair

SRC Co-Chair

SRC Adviser

CAR-ME FORM NO. 5 (SDRC Copy)

**SUMMARY REPORT ON MONITORING AND EVALUATING
CLASSROOM ACTION RESEARCH PROGRESS
(INTERPRETATION AND PRESENTATION OF DATA)**

Part I

Name of School: _____
Total No. of Teachers: _____
No. of Teachers Monitored: _____

Part II

1. What difficulty did the teacher-researchers encounter in crafting the following:
 - a. Interpretation of Data

 - b. Presentation of Data

2. What interventions/actions/solutions did the School Research Committee (SRC) provide to the teacher-researchers?

3. What suggestions/recommendations can the SRC give to make the research activity easy for the teacher-researchers?

Submitted by:

SRC Member

SRC Member

SRC Co-Chair

SRC Adviser

SRC Member

SRC Member

SRC Chair

CAR-ME FORM NO. 6 (SDRC Copy)

**SUMMARY REPORT ON MONITORING & EVALUATING
CLASSROOM ACTION RESEARCH PROGRESS
(CONCLUSION AND RECOMMENDATION)**

Part I

Name of School: _____

Total No. of Teachers: _____

No. of Teachers Monitored: _____

Part II

1. What interventions/actions/solutions did the School Research Committee (SRC) provide to the teacher-researchers throughout the course of the study?

2. What are the expected outcomes from the conducted CARs that can be aligned to the strategic directions of your school?

Submitted by:

SRC Member

SRC Member

SRC Co-Chair

SRC Adviser

SRC Member

SRC Member

SRC Chair

TYPESETTING THE FULL PAPER FOR ACTION RESEARCH

Side margins: Top and Bottom – 1.75; Left and right – 2
formatted for 8.27 x 11.69-inch paper

Research Title (Calibri 14, all caps, centered)

**IMPACTS OF REGIONAL TRAINING ON ACTION RESEARCH AMONG MASTER
TEACHERS**

Author (Calibri 20, Centered)

Warren A. Ramos

*Regional Supervisor, Special Science High Schools
Policy, Planning and Research Division, DepEd-NCR
profwarrenramos@gmail.com*

ABSTRACT (250-300 words, Calibri 11, italics, single-space- refer to the rubrics)

Keywords: *Intensive training, action research, quality, governance, mixed-method design, master teachers*

INTRODUCTION (Included here are the background/rationale of the study, the statement of the problem/purpose, theoretical/ conceptual framework, literature review. The use of strategic tools is highly recommended. The whole article must not be more than 8,000 words.) Font (Calibri 11, Normal, Double-space)

Abstract of
Chapter I only

METHOD (Stated here are the research design, participants/ respondents, sampling plan, instrument used, data collection process, action plan and statistical tests)

Abstract only of
Methodology

RESULTS AND DISCUSSION (Explained here are textual/tabular results, and discussion)

Heading (Calibri 11, all caps, bold, right-aligned)

Sub-heading (Calibri 11, lowercase, first capitalized, bold, left-aligned)

Sub-sub-heading (Calibri 11, Sentence case, bold, italics, left-aligned)

Each table, drawing, illustration, graph, etc. must be prepared and included within the text of the manuscript (not on separate pages) where the author would like the item to be placed. Tables, figures, etc. should be numbered and labelled according to guidelines in the Publication Manual of the American Psychological Association (APA) (5th Ed.)

CONCLUSIONS

RECOMMENDATIONS

REFERENCES (Use APA format)

- Book** Duncan, G.J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York: Russell Sage Foundation
- Journal Article** Orleans A. (2007). The condition of secondary school physics education in the Philippines: Recent developments and remaining challenges for substantive improvements. *Australian Educational Researcher*, 34 (1), 33-54.
- Electronic Journal Article** Darling-Hammond L. (2000). Teacher quality and student achievement: A review of state policy evidence. *Educational Policy Archives*, 8 (1), viewed 9 June 2007, <http://epaa.asu.edu/epaa/v8n1/>
- Belen, Jose Alejandro R. (2012). *Thesis Writing Primer*. First Edition, Rex Bookstore, Inc. (RBSI), Manila, www.rexbookstore.com
- Campbell, W., Ballou, S. and Slade, C. (2010). *Form and Style*, 8th Edition, Houghton Mifflin Company Boston. Massachusetts, USA
- Macaspac, Imelda., Tamayo, M. Manabat, E. Lansangan, L., Gueco, A., David, R. Bondoc, V, (2014) *Action Research Made Easy*, LORIMAR Publishing Inc., Adriana Printing Co., Inc., Metro Manila
- Sagor, Richard, (2011). *The Action Research Guidebook: a four-stage process for educators and school teams*. CORWIN- A sage Company, USA. Retrieved on June 2, 2015 from <https://books.google.com.ph/actionresearch/sagorrichard/sagepublishing>