



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DIRECT - 4920

Office of the Schools Division  
Superintendent

MEMORANDUM  
No. 224, s. 2023

SEP 22 2023

**TIMELINE OF ACTIVITIES FOR THE CONDUCT OF  
CLASSROOM ACTION RESEARCH (CAR) FOR SCHOOL YEAR 2023-2024**

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

1. In accordance with DepEd Order No. 26, sec. 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 2023-2024 is issued to provide direction in the management of research programs 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 **5<sup>th</sup> day of the following 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.
4. 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).
5. Attached with this Memorandum are the following enclosures, for reference:
  - a. Timeline of Activities for the Conduct of Classroom Action Research (CAR) School Year 2023-2024
  - b. Checklist for the Educational Research Assistance (ERA) Proposal
  - c. ERA Application Form
  - d. Declaration Absence of Conflict of Interest
  - e. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
  - f. Action Research Proposal Template
  - g. Scoring Checklist for Appraising Action Research Proposal

NUM-2023-224



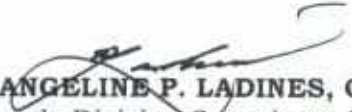
Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)



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- h. Sample Informed Consent Form-Participant's and Researcher's Copy
  - i. CAR-ME Form Nos. 1-6
  - j. Typesetting the Full Paper for Action Research
  - k. Narrative Report on School-Based Conference
  - l. Research Titles Undertaken by the Teachers SY 2023-2024
  - m. Classroom Action Research: Self-Evaluation Checklist.
6. Queries and concerns relative to the CAR may be directed to *Ms. Phoebe R. Arroyo*, Senior Education Program Specialist - Planning and Research Division at 8829-2308 local 120.
7. Immediate and wide dissemination of, and strict compliance with this Memorandum is directed.

  
**EVANGELINE P. LADINES, 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  
—224 /September 15, 2023

NUM-2023-224



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
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**TIMELINE OF ACTIVITIES FOR CONDUCTING  
CLASSROOM ACTION RESEARCH  
SY 2023-2024**

| <b>DATE</b>                   | <b>ACTIVITY</b>                                                                                                                                                                                                                                                               | <b>OUTPUT</b>                                                                                                          |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| August 2023 – September, 2023 | Assess the needs in education (school, classroom) through<br>- Pre-Test Results<br>- Standardized Assessment (CRLA, Phil-IRI, Numeracy, etc)<br>- Focus Group Discussions (feedback from the teachers)<br>- Formal Observations<br>- Interviews<br>- Available secondary data | Database of Learning Assessment per Learning Area/ per Grade Level/per Class (preferably specific competencies)        |
| October 2023                  | Identify the Action Research Problem<br>- Prioritize according to the four criteria namely: strategic importance, urgency, magnitude and feasibility<br>- Reflect on the possible solutions to prioritized problems<br>- Search for Literature Review                         | List of Identified Research Problems<br>List of Possible solutions to the prioritized Problem<br>Literature Review     |
| November 2023                 | Research Design (Quantitative, Qualitative or Mixed Designs)<br>Prepare the Educational Research Assistance Proposal following the prescribed format                                                                                                                          | Research Methodology<br>ERA Proposal                                                                                   |
| December 2023- February, 2024 | Implement the Intervention and Data Generation                                                                                                                                                                                                                                | Documentation / Data Generation                                                                                        |
| March, 2024                   | Process and Analyze the Data                                                                                                                                                                                                                                                  | Data Processing and Analysis                                                                                           |
| April, 2024                   | Interpret and Present the Data                                                                                                                                                                                                                                                | Data Interpretation<br>Division Initiated Training on Research                                                         |
| May, 2024                     | Write the Classroom Action Research Report                                                                                                                                                                                                                                    | Full Paper                                                                                                             |
| June, 2024                    | Edit/Revise the Final Classroom Action Research Report                                                                                                                                                                                                                        | Edited Full Paper<br>School-based Research Conference for SY 2023-2024<br>9 <sup>th</sup> Division Research Conference |
| July, 2024                    | Conduct a Self-Evaluation                                                                                                                                                                                                                                                     | Self-Evaluation Checklist<br>9 <sup>th</sup> Division Research<br>Parliament Awards                                    |

### 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 (3-5 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

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

*\*Indicate also if proponent will use personal funds.*

**B. PROPONENT INFORMATION****PROponent**

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

**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.

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Name and Signature of Immediate Supervisor

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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

---

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**

|                          |                 |
|--------------------------|-----------------|
| <b>PROPONENT</b>         |                 |
| <b>TITLE OF RESEARCH</b> |                 |
| <b>TYPE OF RESEARCH</b>  | ACTION RESEARCH |
| <b>SCHOOL</b>            |                 |

### **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**

| <b>DISSEMINATION<br/>ACTIVITIES</b><br><i>add rows if necessary</i> | <b>Month<br/>1</b> | <b>Month<br/>2</b> | <b>Month<br/>3</b> | <b>Month<br/>4</b> | <b>Month<br/>5</b> | <b>Month<br/>6</b> |
|---------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 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) (10) | 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)       |                                                                                                                                                                                                                                                                                                                         |                    |
|                                           |                               |                           |                                                                                                                               |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                         | <b>Total Score</b> |

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 1<sup>st</sup> column of "Response to Suggestions and Comments of SRC Committee".

### Sample Informed Consent Form- Participant's Copy

#### Title of the Study

I agree to participate in the pilot interview and survey for the study \_\_\_\_\_ which was supported by the School Research Committee (SRC). This study will be used mainly for continuing professional development activities, improvement of student's performance and inputs for School Improvement Plan. Moreover, the data from this study may be used to advise officials regarding planning and policy making towards continuous improvement in the Department of Education. Permission to conduct this survey has already been obtained from the School Research.

I understand that if I agree to participate it will mean the following:

1. I will accomplish the survey that requests information about myself.
2. My participation in this study is completely voluntary and I can stop my participation at any time.
3. I do not have to respond to any items that I am not comfortable to answer.
4. Anonymity will be observed at all stages of data recording and analysis. There are no known risks associated with accomplishing the survey questionnaire.
5. I can ask the researcher to share the findings of the study in a forum or discussion.
6. I can ask the lead researcher ( name: \_\_\_\_\_ for any questions and clarifications regarding the study (Email: \_\_\_\_\_ )

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

This informed consent form was administered by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This informed Consent Form will be detached from the survey and interview questionnaire you will accomplish.

## PARENT INFORMATION AND INFORMED CONSENT FORM

**(INFORMASYON SA MAGULANG AT KASULATAN NG MAY KAALAMANG  
PAHINTULOT)**

Your child is being invited to participate voluntarily in the study entitled  
 \_\_\_\_\_ under the supervision of  
 \_\_\_\_\_ (name of the proponent). (*Kayo po ay aking inaanyayahan na  
 kusang loob na pahintulutan ang inyong anak na lumahok sa pananaliksik na  
 pinamagatang \_\_\_\_\_ sa pamamahala ni  
 \_\_\_\_\_.*)

Before you agree to join in this study, you need to know the risks and benefits so you can make an informed decision. This process is known as "informed consent". (*Bago po kayo pumayag na sumali ang inyong anak sa pag-aaral na ito, kailangan po ninyong malaman ang mga panganib at mga benepisyo para kayo ay makagawa ng isang may kaalamang desisyon. Ang prosesong ito ay kilala bilang "may kaalamang pahintulot".*)

This consent form tells you about the study that you may wish to join. Please read the information carefully and discuss it with anyone you want. This may include a friend or a relative. If you have questions please ask the Principal Investigator or study staff to answer them.

(Ang kasulatan ng pahintulot na ito ay magsasabi sa inyo tungkol sa pag-aaral na maaaring nais ninyong salihan ng inyong anak. Pakibasa pong mabuti ang impormasyon at pag-usapan ninyo ng sinuman na gusto ninyo. Maaari pong kabilang dito ang isang kaibigan o isang kamag-anak. Kung mayroon po kayong mga katanungan mangyaring hilingin sa Pangunahing Imbestigador o tauhan ng pag-aaral na sagutin ang mga ito.)

The objective of the study is to \_\_\_\_\_ (Ang layunin ng pananaliksik ay alamin ang \_\_\_\_\_)

The participant in this study is/are the \_\_\_\_\_.  
(Ang kasali sa pananaliksik na ito ay ang \_\_\_\_\_.)

Your child has been chosen to participate in this study because he/she is one of the \_\_\_\_\_. (Ang inyo pong anak ay napiling sumali sa pag-aaral na ito dahil siya ay kabilang sa mag aaral nakatala o naka enrol bilang \_\_\_\_\_ l sa kasalukuyang taon.)

The participation of your child in this study will last for 30 minutes to 1 hour in answering the survey questionnaire. *(Ang paglahok ng inyong anak sa pagaaral na ito ay tatagal ng tatlong minuto hanggang isang oras sa pagsagot sa survey o mga katanungan.)*

In this study your child will answer a survey questionnaire on the \_\_\_\_\_. *(Sa pag-aaral na ito, ang inyong anak ay sasagot sa ilang katanungan sa survey \_\_\_\_\_ (\_\_\_\_\_)).*

In this study, the responsibility of your child is to answer as honestly as possible the statements in the survey questionnaire/ checklist on the \_\_\_\_\_.

*(Sa pag-aral na ito. Ang inyo pong anak ay inaasahan na sagutin ng tapat ang mga pahayag sa nasabing survey sa \_\_\_\_\_ (\_\_\_\_\_)).*

The Principal Investigator may remove you from this study for any justified reason according to the protocol. *(Ang Pangunahing Imbestigador ay maaari po na tanggalin tanggalin ang inyong anak mula sa pag-aaral na ito sa anumang makatwirang dahilan ayon sa protokol.)*

You may withdraw your consent from participation in this study at any time. It is important that you inform the Principal Investigator in writing. The Principal Investigator will continue to retain and use any research results that have already been collected for the study evaluation. No further study-related activities will take place. The choice to withdraw from research participation will have no repercussions. *(Maari ninyo pong bawiin ang inyong pahintulot mula sa partisipasyon ng inyong anak sa pag-aaral na ito. Mahalaga po na ipaalam ninyo ito sa inyong Pangunahing Imbestigador sa pamamagitan ng sulat. Ang Pangunahing Imbestigador ay patuloy na itatago at gagamitin ang anumang mga resulta ng pananaliksik na nakolekta na para pagpasiyahan ang pag-aaral. Wala nang karagdagang mga gawain na may kaugnayan sa pag-aaral ang magaganap. Ang kagustuhang bumitiw mula sa partisipasyon sa pananaliksik ay hindi makakaapekto sa grado ng inyong anak.)*

In terms of benefits, this research may have no direct benefit for you as an individual participant. However, the data from interviews will greatly benefit efforts toward a more comprehensive documentation on management of guidance services on students. *(Sa pakinabang sa pagsali sa pagaaral na ito, walang anumang direktang benepisyo ang makukuha subalit ang mga interbiyu o pagsagot sa ilang katanungan ay maaaring makatulong sa pagbuo ng mas komprehensibong pagaaral at katibayan sa pamamahala sa serbisyo ng tagapamatnupay (management of guidance services).*

There will be no monetary costs to you for participating in this study. In cases where unanticipated costs are incurred by the respondent, however, such costs will be reimbursed by the researcher. *(Walang magiging gastos na pera sa inyo sa pakikilahok sa pag-aaral na ito. Kung may pagkakataon na may mga hindiinaasahang gastos ang naibahagi ng kalahok, ito ay babayaran o ibabalik ng nananaliksik o researcher.)*

Unless required by law, your name will not be disclosed outside the research clinic. Your name will be available only to the following people or agencies: the Principal Investigator and staff; and authorized representatives of the Principal Investigator; ethics committees and health authority inspectors. While participating in this study, the Principal Investigator will replace your name with a special code that identifies you. *(Maliban kung kinakailangan ng batas, ang inyong pangalan ay hindi ibubunyag sa labas ng klinika ng pananaliksik. Ang inyong pangalan ay makukuha lamang ng sumusunod na mga tao o mga ahensya: ng Pangunahing Imbestigador at ng tauhan at awtorisadong mga kinatawan ng Pangunahing Imbestigador; ethics committees o ng mga inspektor ng awtoridad na pangkalusugan, Habang kasali sa pag-aaral na ito, papalitan ng Pangunahing Imbestigador ang inyong pangalan ng isang espesyal na pantukoy na kikalala sa inyo.)*

Your participation in this study is voluntary and you may cancel this consent at any time and without any reason. If you do so, your participation in the study will end and the study staff will stop collecting information from you. *(Ang inyong partisipasyon sa pag-aaral na ito ay kusang loob at maaari ninyong kanselahin ang inyong pahintulot sa anumang oras at nang walang anumang dahilan. Kung gawin nyo ito, ang inyong partisipasyon sa pag-aaral ay magtatapos at ang tauhan ng pag-aaral ay titigil sa pagkolekta ng impormasyon mula sa inyo.)*

You have the right to review your Study Information and request changes to the Study Information if it is not correct. However, please note that during the study, access to Study Information may be limited if it weakens the integrity of the research. You may have access to the Study Information held by the Principal Investigator at the end of the study. *(May karapatan kayong pagbalik-aralan ang inyong Impormasyon ng Pag-aaral at mga medikal na tala at humiling ng mga pagbabago sa Impormasyon ng Pag-aaral kung ito ay hindi tama. Gayunpaman, pakitandaan na sa panahon ng pag-aaral, ang pagtingin sa Impormasyon ng Pag-aaral ay maaaring limitado kung ito ay nagpapahina sa integridad ng pananaliksik. Maaari ninyong matingnan ang Impormasyon ng Pag-aaral na hawak ng Pangunahing Imbestigador sa katapusan ng pag-aaral.*

You can call or ask questions anytime regarding this study. The contact person for further information or for consultation on diverse events is \_\_\_\_\_ (name) \_\_\_\_\_; \_\_\_\_\_ (e-mail address) *(Maaari kang magtanong ng kahit anong oras hinggil sa pag-aaral na ito. Ang tatawagan at kakausapin ay si \_\_\_\_\_.*

This study has been approved for implementation by the SRC. If you have questions related to your rights as a research subject, please contact:

*(Ang pag-aaral na ito ay inaprubahan ng SRC at SDRC. Kung mayroon kayong mga katanungan kaugnay sa mga karapatan ng inyong anak bilang isang kalahok sa pananaliksik, paki-kontak):*

Schools Research Committee

Name of School Head

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cellphone No: \_\_\_\_\_

**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: \_\_\_\_\_

**Part II**

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 Member

\_\_\_\_\_  
SRC Member

\_\_\_\_\_  
SRC Co-Chair

\_\_\_\_\_  
SRC Chair

\_\_\_\_\_  
SRC Adviser

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 Chair

\_\_\_\_\_  
SRC Adviser

\_\_\_\_\_  
SRC Member

\_\_\_\_\_  
SRC Member

\_\_\_\_\_  
SRC Co-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 Member

\_\_\_\_\_  
SRC Member

\_\_\_\_\_  
SRC Co-Chair

\_\_\_\_\_  
SRC 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 Member

\_\_\_\_\_  
SRC Member

\_\_\_\_\_  
SRC Co-Chair

\_\_\_\_\_  
SRC Chair

\_\_\_\_\_  
SRC Adviser

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 Member

\_\_\_\_\_  
SRC Member

\_\_\_\_\_  
SRC Co-Chair

\_\_\_\_\_  
SRC Chair

\_\_\_\_\_  
SRC Adviser

## **TYPESETTING THE FULL PAPER FOR ACTION RESEARCH**

Side margins: Top and Bottom – 1; Left and right – 1  
formatted for 8.27 x 11.69-inch paper

### **TITLE PAGE**

**Title of the Study**  
**(Bookman Old Style 11, Bold,**  
**Capitalize Each Word,**  
**Inverted Triangle)**

### **An ACTION RESEARCH**

Presented to  
School Research Committee (SRC)

*7 single spaces*

### **AUTHOR'S NAME**

Designation  
Office/School/Division

*6 single spaces*

Grantee of  
Special Education Fund SY 2023-2024

*5 single spaces*

September 2023



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**ABSTRACT (Bookman Old Style, 11, Bold, Centered, Uppercase)**

**Title of the Study (Bookman Old Style, 11 Bold, Centered, Capital Each Word)**

Author's Name **(Bookman Old Style, 11, Bold, Centered, Uppercase)**

Designation **(Bookman Old Style, 11, Centered)**

Date of Completion **(Bookman Old Style, 11, Centered)**

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*Keywords:* **(Bookman Old Style, 10, lowercase, italicize)**

| Abstract Guide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>✧ This should summarize the content of the manuscript <b>(topic introduction, chief purpose/aim, method, results, and recommendations)</b> with a maximum of 200 to 250 words only.</li><li>✧ <b>Topic introduction</b> presents the conditions that propelled the conduct of the research.</li><li>✧ The <b>chief purpose/aim</b> states what the study intended to discover</li><li>✧ The <b>method</b> mentions how the study was conducted. This includes the design, techniques, instruments (optional), and statistical treatment (optional).</li><li>✧ The <b>results</b> present the salient findings in one or two sentences only</li><li>✧ The <b>conclusions</b> directly answer the chief purpose, the most important discovery which contributes to new knowledge; supports or negates previous conclusions and validates theory used.</li><li>✧ The <b>recommendations</b> tell what can be done next to effect the necessary changes desired; its application or relevance.</li><li>✧ Keywords must contain FOUR components: research theme, concepts studied, methods/process, and research locale.</li></ul> | <ul style="list-style-type: none"><li>✧ Reports new results, knowledge, and/or conclusions that are falsifiable.</li><li>✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.</li></ul> |



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- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"><li>❖ Keywords must contain FOUR components: research theme, concepts studied, methods/process, and research locale.</li><li>❖ The middle heading is <b>ABSTRACT</b> in all capital letters and highlighted in bold.</li><li>❖ The title of the study, researcher, position/designation, year of completion of the manuscript should be indicated.</li><li>❖ The first line of each paragraph should be indented (one tab).</li><li>❖ Ideas must be connected using linking devices and transitions.</li></ul> |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



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## I. Introduction

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| Introduction Guide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>✧ In one to two paragraphs, introduce the general area to be addressed by the study. Use the description to create a sense of interest in the topic.</li><li>✧ In two to four paragraphs, reveal the real problems and show why it is urgent to solve them. Use factual data (obtained by researcher's observation or quoted from valid references) to support the urgency of carrying out studies to solve the problem. Relevant results of previous research are also good to write here.</li><li>✧ The last paragraph should bring up a very strong foundation and rationale of the study</li><li>✧ Citing some references and sentences from published materials should be limited up to three references only</li><li>✧ Single indentation for every paragraph</li></ul> | <ul style="list-style-type: none"><li>✧ Uses personal reflection to make a compelling case for investigation and intervention.</li><li>✧ Addresses "real" and "existing" issues and challenges identified by its stakeholders.</li><li>✧ Reports new results, knowledge, and/or conclusions that are falsifiable.</li><li>✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.</li></ul> |

## II. Method

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| Research Methodology Guide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>A. Research Design</b></p> <ul style="list-style-type: none"> <li>✧ Provide a brief description of research design suitable to the nature and purpose of the Action Research.</li> </ul> <p><b>B. Participants and/or other Sources of Data and Information</b></p> <ul style="list-style-type: none"> <li>✧ The details should be provided as to who will participate in the research; specific number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited</li> <li>✧ If the researcher intends to utilize sample, the sampling design/procedure has to be indicated.</li> <li>✧ Clear rationale for their inclusion in the study given.</li> </ul> <p><b>C. Data Gathering Methods</b></p> <ul style="list-style-type: none"> <li>✧ Describe the data collection method/s to be used</li> <li>✧ Ensure that they are aligned with the research questions.</li> <li>✧ The research instruments, if any, are appropriate for obtaining the desired kind of data/information.</li> </ul> <p><b>D. Data Analysis</b></p> <ul style="list-style-type: none"> <li>✧ Describe the technique/s for data analysis to be used.</li> <li>✧ Explain why the technique/s is/are appropriate for the nature of the data/information to be collected and for addressing the research question/s.</li> </ul> | <ul style="list-style-type: none"> <li>✧ Utilizes a research design that is correct and appropriate for investigating the chosen area of focus, problem, or issue.</li> </ul><br><ul style="list-style-type: none"> <li>✧ Describes the chosen research design and resulting research processes in a manner that is understandable to other teachers planning similar interventions and researchers conducting similar work.</li> </ul><br><ul style="list-style-type: none"> <li>✧ Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children).</li> </ul><br><ul style="list-style-type: none"> <li>✧ Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.</li> </ul> |



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### III. Results and Discussions

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| Discussion of Results and Discussion Guide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Research Results/Findings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>✧ This part of the report presents the outcome of the analysis of research data considering the intervention implemented.</li><li>✧ The following are some of the things that you need to remember in writing about the research findings:<ul style="list-style-type: none"><li>a. Results or findings should be presented in relation to the research question. If there are secondary questions, then results should be in sequence according to their order. Presenting results according to the instruments used (e.g. questionnaire items, interview questions, observation points) must be avoided</li><li>b. Results can be presented through tables, graphs, charts, and diagrams, which can be made more interesting with colors and readable titles.</li><li>c. Narrative explanations and interpretation of results should precede tables and graphs.</li><li>d. Tables and figures are labeled as "Figure" and presented sequentially using numbers. Labels for tables are written on top of them, while labels for figures are provided at the bottom.</li><li>e. In explaining the results, include implications and cite probable causes of the findings.</li><li>f. Discussion of findings should be clear and presented with as much detail as could be extracted from the analyses.</li></ul></li></ul> | <ul style="list-style-type: none"><li>✧ Reflects on its own findings in a manner that is accurate and consistent with the results of the researcher/s' data analysis and engages with the researcher/s' understanding of the area of focus.</li><li>✧ Reports new results, knowledge, and/or conclusions that are falsifiable.</li><li>✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.</li></ul> |



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#### IV. Conclusions

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| Conclusion Guide                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◇ The conclusion serves to help the reader comprehend why the research is important to them. A conclusion should include:<ul style="list-style-type: none"><li>- Restate the purpose of the study</li><li>- Summarize the results/findings</li><li>- Explain the importance of the study</li></ul></li></ul> |

#### V. Recommendations

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| Recommendation Guide                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>◇ The recommendations present actions or steps to take based on the results of the research. It provides frameworks for decision-makers or policymakers. Recommendations are the suggested action plan in response to the results of the study</li></ul> |



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**VI. References**

| References Guide                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ◇ APA format should be used to cite references within the paper. Guide for using APA format could be accessed at <a href="http://www.apastyle.org/learn">http://www.apastyle.org/learn</a><br><br><b>(Bookman Old Style, 11, Single space) Delete this after</b> |

Sample:

Beaudoin, M. (1990). The instructor's changing role in distance education. *The American Journal on Distance Education*, 4(2):21-29.

Berge, Z.L. & Muilenburg, L.Y. (2003). Barriers to distance education: Perceptions of K-12 educators. *Proceedings of the Society for Information Technology and Teacher Education International Conference*. Albuquerque, New Mexico USA, March 24-29. Issue 1, pp. 256-259.  
<http://www.emoderators.com/barriers/barriersk12.html>.

## Narrative Report



ABC ELEMENTARY SCHOOL

(Font: Calibri Font size :14 Alignment: center)

3<sup>RD</sup> SCHOOL-BASED RESEARCH CONFERENCE

(Font: Calibri Font size :11 Alignment: center)

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CONTENT BODY

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Alignment: justified

Spacing: single



## **Research Titles Undertaken by the Teachers SY 2023-2024 (Calibri, 14)**

### **2 Columns**

#### **ABC ELEMENTARY SCHOOL UNIT I (Calibri, 12)**

Reading Remediation as Intervention to Improve the  
Reading Level of Slow and Non-Readers in Grade One –  
Magalang Learners of ABC Elementary School Unit I for SY  
2023 – 2024 (Calibri, 10)

**JUAN C. DELA CRUZ (Calibri, 10, Bold, Uppercase)**

Reading Remediation as Intervention to Improve the  
Reading Level of Slow and Non-Readers in Grade One –  
Magalang Learners of ABC Elementary School Unit I for SY  
2023 – 2024 (Calibri, 10)

**JUAN C. DELA CRUZ (Calibri, 10, Bold, Uppercase)**

## CLASSROOM ACTION RESEARCH: SELF-EVALUATION CHECKLIST

**Criteria:** Please tick "Yes" or "No" depending whether you fulfill the criteria. If you do not currently fulfill an essential criterion, please note the necessary improvements where needed.

| CRITERIA                                                                                                                   | YES | NO | IMPROVEMENTS NEEDED |
|----------------------------------------------------------------------------------------------------------------------------|-----|----|---------------------|
| <b>1. My title has...</b>                                                                                                  |     |    |                     |
| a. problem                                                                                                                 |     |    |                     |
| b. proposed intervention/solution                                                                                          |     |    |                     |
| c. participants/respondents                                                                                                |     |    |                     |
| <b>2. The abstract ...</b>                                                                                                 |     |    |                     |
| a. summarizes the full research in one paragraph                                                                           |     |    |                     |
| b. presents brief information on the objective, procedure, results, discussion and finally the conclusion of the research. |     |    |                     |
| <b>3. The introduction has..</b>                                                                                           |     |    |                     |
| a. brief background of the problem                                                                                         |     |    |                     |
| b. reasons behind the conduct of the research                                                                              |     |    |                     |
| <b>4. The method of the study...</b>                                                                                       |     |    |                     |
| a. presents the description of the process used in the research                                                            |     |    |                     |
| b. explains who and how are the respondents chosen                                                                         |     |    |                     |
| <b>5. The findings of the study..</b>                                                                                      |     |    |                     |
| a. presents the data obtained                                                                                              |     |    |                     |
| b. summarizes the data using means, percentages, or other descriptive statistics.                                          |     |    |                     |
| c. Use figures/tables/graphs to enhance clarity of presentation of information.                                            |     |    |                     |
| <b>6. The conclusion..</b>                                                                                                 |     |    |                     |
| a. provides a summary arising from the findings and the discussion.                                                        |     |    |                     |
| <b>7. The recommendation..</b>                                                                                             |     |    |                     |
| a. provides a beneficial guide that will not only resolve certain issues, but result in a beneficial outcome.              |     |    |                     |
| b. states realizations/reflections for self-growth and professional improvement                                            |     |    |                     |

Prepared by : \_\_\_\_\_  
(Signature above Printed Name)

Position : \_\_\_\_\_  
Grade/Department: \_\_\_\_\_

Checked by: \_\_\_\_\_

\_\_\_\_\_  
School Principal