



Republic of the Philippines  
Department of Education  
National Capital Region

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUL 26 2024

MEMORANDUM

DISSEMINATION OF THE ACTION RESEARCH TOOLKIT

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

1. Attached is DepEd Memorandum dated July 09, 2024, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. Particular attention is invited to the access link where the modules relative to the Conduct of Action Research can be viewed and downloaded.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: as stated  
References: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

RESEARCH

GUIDE

PRA/DM/ DISSEMINATION OF THE ACTION RESEARCH TOOLKIT

239/ July 19, 2024

UN-2024-239

239



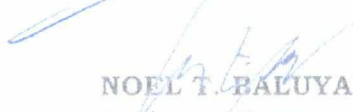
Republic of the Philippines  
Department of Education  
PLANNING SERVICE

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**MEMORANDUM**

**FOR:** All Regional Directors  
All School Division Superintendents

**THROUGH:**  **NOLASCO A. MEMPIN**  
Undersecretary for Administration

**FROM:**  **NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge, Planning Service

Baluyan  
Noel  
Tamdog  
Digitally signed by Baluyan Noel  
Tamdog  
Date: 2024.07.11  
14:45:12 +0800

**SUBJECT:** **DISSEMINATION OF THE ACTION RESEARCH TOOLKIT**

**DATE:** July 09, 2024

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The Department of Education (DepEd) continues to strengthen the culture of research and evidence-based decision-making in basic education. It issued DepEd Order 16, s. 2017, otherwise known as the Research Management Guidelines (RMG), and its amendment, DepEd Order No. 26, s. 2021, to establish a comprehensive framework for managing research, including the Basic Education Research Fund (BERF), and continues to encourage teachers and personnel to conduct research for policy and program development.

The Department recognizes the pivotal role of action research in improving teaching and learning processes for quality education. Corollary to this, DepEd Order No. 47, s. 2017 also known as the Philippine Professional Standards for Teachers (PPST), particularly Domain 1, Strand 2, highlights the importance of research based teaching and learning.

Consistent with these policies, the Department, in collaboration with the concluded Basic Education Sector Transformation (BEST) Program, developed a package for the discussion of action research particularly during LAC sessions. To maximize its use and incorporate updates on education research practice, the Planning Service - Policy Research and Development Division (PS-PRDD) has updated the toolkit for use in general learning sessions/activities.

With this, this office hereby disseminates the Action Research Toolkit for research related and other learning and development activities to aid teachers and researchers with basic concepts in conducting action research, provide a venue for sharing of action research practices, and utilize learning to improve teaching and learning processes.

The toolkit contains the following 23 modules, with a set of facilitator's and teacher's guides in each:

Number	Title
1.0	Action Research Defined
2.1	Implementation of Action Research
2.2	Generating Topics for Action Research
2.3	Formulating Research Questions
3.1	Experimental Design
3.2	Qualitative Design
3.3	Causal Comparative Design
3.4	Correlational Design
3.5	Survey Research
4.1	Sampling
4.2	Paper and Pencil Instrument
4.3	Data Collection through Interview
4.4	Observation Data Collection
4.5	Document Analysis
5.1	Preparing Data for Analysis
5.2	Quantitative Analysis Part I: Descriptive Statistics
5.3	Quantitative Analysis Part II: Inferential Statistics
5.4	Qualitative Analysis
6.1	Preparing the Action Research Proposal
6.1.1	Worksheet for Action Research Report
6.2	Writing the Action Research Report
6.2.1	Worksheet for Action Research Report
6.3	Tips in Writing an Action Research Report

The Facilitator's Guide contains a script, a list of recommended activities, and discussions of key concepts in conducting action research for facilitators, which can be delivered during learning sessions. Meanwhile, the Teacher or Researcher's Guide contains samples and exercises which teachers and/or researchers can perform to reinforce their understanding of research concepts. These modules can be used through self-paced or self-directed learning as well as reference materials during the conduct of Learning Action Cell (LAC) and other learning sessions. Further, the conduct of learning sessions/activities shall be based on the Learning and Development (L&D) needs of the teachers.

The modules can be accessed through this link: <https://bit.ly/ActionResearchToolkit> and also available at the DepEd's official research portal, E-Saliksik, through this link: <https://e-saliksik.deped.gov.ph>.

Per DepEd Order 16 s. 2017, research managers across governance levels and researchers are highly encouraged to use these modules in providing technical assistance and capacity building to researchers and teachers in developing and conducting action research.

For queries, clarifications and other concerns, kindly contact PS-PRDD through email address: [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph) and/or telephone number (02) 8633-7257.



SDO



SDO Muntinlupa &lt;sdo.muntinlupa@gmail.com&gt;

## [SIGNED MEMORANDUM] Dissemination of the Action Research Toolkit

PS &lt;ps.prd@deped.gov.ph&gt;

Wed, Jul 17, 2024 at 1:50 PM

To: DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>, DEPED REGION XIII CARAGA <caraga@deped.gov.ph>, DEPED V BICOL REGION <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, MIMAROPA REGION <mimaropa.region@deped.gov.ph>, DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>, DEPED I ILOCOS REGION <region1@deped.gov.ph>, DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>, DEPED XI DAVAO REGION <region11@deped.gov.ph>, DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>, DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>, DEPED III CENTRAL LUZON <region3@deped.gov.ph>, DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>, DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>, DEPED ALBAY <albay@deped.gov.ph>, DEPED ANGELES CITY <angeles.city@deped.gov.ph>, DEPED ANTIPOLLO CITY <antipollo.city@deped.gov.ph>, DEPED APAYAO <apayao@deped.gov.ph>, Division Aurora <aurora@deped.gov.ph>, Bais City <bais.city@deped.gov.ph>, DEPED BAYBAY CITY <baybay.city@deped.gov.ph>, Benguet Deped Car <benguet@deped.gov.ph>, BORONGAN CITY DIVISION <borongancity.region8@deped.gov.ph>, DEPED BULACAN <bulacan@deped.gov.ph>, CAMARINES SUR <camarines.sur001@deped.gov.ph>, DEPED CAMARINES NORTE <camarines.norte@deped.gov.ph>, catanduanes <catanduanes@deped.gov.ph>, CAUAYAN CITY DEPED <cauayancity@deped.gov.ph>, CEBU PROVINCE <cebu.province@deped.gov.ph>, "cityof.naga@deped.gov.ph" <cityof.naga@deped.gov.ph>, DEPED DANA O CITY <danao.city@deped.gov.ph>, DEPED BATA C CITY <batac.city@deped.gov.ph>, DEPED BATANES <batanes@deped.gov.ph>, DEPED BATANGAS <deped.batangas@deped.gov.ph>, DEPED BAYAWN CITY <bayawan.city@deped.gov.ph>, DEPED BINANCITY <deped.binancity@deped.gov.ph>, DEPED BOGO CITY <bogo.city@deped.gov.ph>, DepEd Bukidnon <bukidnon@deped.gov.ph>, DEPED CABANATUAN CITY <cabanatuan.city@deped.gov.ph>, DEPED CANDON CITY <candon.city@deped.gov.ph>, DEPED CAVITE <deped.cavite@deped.gov.ph>, DEPED CITY OF ILAGAN <ilagan@deped.gov.ph>, DEPED DAPITAN CITY <dapitan.city@deped.gov.ph>, DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>, DEPED ISABELA <isabela@deped.gov.ph>, DEPED La Union <la.union@deped.gov.ph>, DEPED LEGAZPI CITY <legazpi.city@deped.gov.ph>, DEPED LIPACITY <deped.lipacity@deped.gov.ph>, DEPED MAASIN CITY <maasin.city@deped.gov.ph>, DEPED MEYCAUAYAN CITY <meycauayan.city@deped.gov.ph>, DEPED MT PROVINCE <mt.province@deped.gov.ph>, DEPED NEGROS ORIENTAL <negros.oriental@deped.gov.ph>, DEPED PANGASINAN 1 <pangasinan1@deped.gov.ph>, DEPED PANGASINAN 2 <pangasinan2@deped.gov.ph>, "DEPED SAN CARLOS CITY (REG. 1)" <sancarlos.city1@deped.gov.ph>, DEPED SANTIAGO CITY <santiago.city@deped.gov.ph>, DepEd SDO Biliran <depedbiliran@gmail.com>, DepEd SDO Carcar City <carcarcitydivision@yahoo.com.ph>, DepEd SDO Catbalogan City <depedcatbalogancitydivision15@gmail.com>, DepEd SDO Davao City - 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Dear DepEd Colleagues,

Warm Greetings!

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Best regards,

**Policy Research and Development Division**

Planning Service

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