



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 29 2024

MEMORANDUM
No. 251, s. 2024

**TIMELINE OF ACTIVITIES FOR THE CONDUCT OF
CLASSROOM ACTION RESEARCH (CAR) FOR SCHOOL YEAR 2024-2025**

TO: OIC-Assistant Schools Division Superintendent/
OIC-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 line with DepEd Order No. 26, s. 2021, titled "Amendment to DepEd Order No. 016, s. 2017 (Research Management Guidelines)," dated June 21, 2021, the Timeline of Activities for conducting Classroom Action Research (CAR) for the School Year 2024-2025 is released to offer guidance in managing research programs and activities.

2. The School Research Committee (SRC) should perform the following roles and responsibilities:

- a. provides directions on school research initiatives;
- b. evaluates and approve research proposals and other related school research initiatives to be funded under the Basic Educational Research Fund (BERF), Educational Research Assistance (ERA), and other fund sources; and
- c. prepares and submit reports to the Schools Division Research Committee (SDRC) every **15th day of the required 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. Please refer to the attached enclosures to be accomplished by the teacher and School Research Committee:

- a. Enclosure No. 1 - Timeline of Activities for the Conduct of Classroom Action Research (CAR) School Year 2024-2025
- b. Enclosure No. 2 – ERA Form Nos. 1-6
- c. Enclosure No. 3 – SRC Form Nos. 1-6
- d. Enclosure No. 4 – Educational Research Assistance (ERA) Process Flow

NUM-2024-251



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
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251

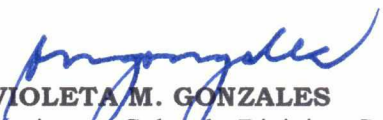


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**Office of the Schools Division
Superintendent**

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.


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the 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 2024-2025
251 /August 5, 2024

**TIMELINE OF ACTIVITIES FOR CONDUCTING
CLASSROOM ACTION RESEARCH
SY 2024-2025**

DATE	ACTIVITY	OUTPUT	
		Teacher	SRC
July 2024 – September 2024	Assess the needs in education (school, classroom) through - Pre-Test Results -Standardized Assessment (CRLA, Phil-IRI, Numeracy, etc) -Focus Group Discussions (feedback from the teachers) -Formal Observations -Interviews -Available secondary data	ERA Form No. 1- Learning Assessment Checklist	SRC MF No. 1 -Summary on the Learning Assessment Checklist
October 2024	Identify the Action Research Problem - Prioritize according to the four criteria namely: strategic importance, urgency, magnitude and feasibility - Reflect on the possible solutions to prioritized problems - Search for Literature Review	ERA Form No. 2- Possible Solutions to the Identified Priority Problems	SRC MF No.2 – Summary on the Possible Solutions to the Identified Priority Problems
November 2024	Prepare the Educational Research Assistance Proposal following the prescribed format	ERA Form No. 3 – Educational Research Assistance (ERA) Proposal	SRC MF No.3 – Summary Report on the Education Research Assistance (ERA) Consolidated ERA Form No. 3 FinDES Payroll SRC MF No. 3.1

Enclosure No. 1

DATE	ACTIVITY	OUTPUT	
		Teacher	SRC
December 2024-February 2025	Implement the Intervention and Data Generation	ERA Form No. 4 – Implementation of the Intervention Checklist	SRC MF No.4 – Summary Report on the Implementation of the Intervention SRC MF No. 4.1 Research Titles Undertaken by the Teachers SY 2024-2025
March 2025	Process and Analyze the Data Interpret and Present the Data	ERA Form No. 5 – Data Processing and Analysis with Data Interpretation Checklist	SRC MF No.5 – Summary Report on Data Processing and Analysis with Data Interpretation
April 2025-May 2025	Write the Classroom Action Research Report	ERA Form No. 6 - Full Paper	SRC MF No. 6- Summary Report on the Submitted Full Paper Consolidated ERA Form No. 6 FinDES Payroll

LEARNING ASSESSMENT CHECKLIST

Name of Teacher : _____

Name of School: _____

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

ALIGNMENT OF LEARNING ASSESSMENT WITH THE CLASSROOM ACTION RESEARCH (CAR)		Yes	No	Output/Remarks
1	Assessed the situation/ learning needs of the learners through			
	- Pre-test	<input type="checkbox"/>	<input type="checkbox"/>	
	-Standardized Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
	- Instructional materials	<input type="checkbox"/>	<input type="checkbox"/>	
	-Teaching strategies	<input type="checkbox"/>	<input type="checkbox"/>	
	-Learners attendance	<input type="checkbox"/>	<input type="checkbox"/>	
	-Parental involvement	<input type="checkbox"/>	<input type="checkbox"/>	
2	Gathered secondary data	<input type="checkbox"/>	<input type="checkbox"/>	

Submitted by:

Teacher-Researcher

Checked by:

School Research Committee_____
School Research Committee_____
School Research Committee_____
School Research Committee_____
School Research Committee_____
School Research Committee

POSSIBLE SOLUTIONS TO THE IDENTIFIED PRIORITY PROBLEMS

Name of Teacher : _____

Name of School: _____

Direction: Fill in the table below.

	Classroom/School Problem or Issue /Concern Based on Priority	Possible Solution	Importance of Addressing the Issue/Concern
1			
2			
3			
4			
5			

Submitted by:

Teacher-Researcher

Checked by:

School Research Committee

School Research Committee

School Research Committee

School Research Committee

School Research Committee

School Research Committee

EDUCATIONAL RESEARCH ASSISTANCE (ERA) 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.

EDUCATIONAL RESEARCH ASSISTANCE (ERA) PROPOSAL

PROPONENT	
TITLE OF RESEARCH	
TYPE OF RESEARCH	ACTION RESEARCH
SCHOOL	

CONTEXT AND RATIONALE

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

ACTION RESEARCH QUESTIONS

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

PROPOSED INNOVATION, INTERVENTION AND STRATEGY

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

ACTION RESEARCH METHODS

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

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

B. Data Gathering Methods

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

C. Data Analysis Plan

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

REFERENCES

**Please follow the APA format*

Submitted by:

Proponent
(Signature above Printed Name)

IMPLEMENTATION OF THE INTERVENTION CHECKLIST

Name of Teacher : _____

Name of School: _____

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

IMPLEMENTATION PHASE		Yes	No	Output/Remarks
1	Implemented the intervention according to the planned schedule	<input type="checkbox"/>	<input type="checkbox"/>	
2	Verified that all materials and tools are ready and available	<input type="checkbox"/>	<input type="checkbox"/>	
DATA COLLECTION		Yes	No	Output/Remarks
1	Gathered data continuously throughout the intervention period	<input type="checkbox"/>	<input type="checkbox"/>	
2	Assured data collection methods are consistent and reliable	<input type="checkbox"/>	<input type="checkbox"/>	

Submitted by:

Teacher-Researcher

Checked by:

School Research Committee

School Research Committee

School Research Committee

School Research Committee

School Research Committee

School Research Committee

DATA PROCESSING AND ANALYSIS WITH DATA INTERPRETATION CHECKLIST

Name of Teacher : _____

Name of School: _____

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

DATA COLLECTION AND ANALYSIS		Yes	No	Output/Remarks
1	Collected endline data after the intervention	<input type="checkbox"/>	<input type="checkbox"/>	
2	Verified that all data collected is complete and accurate	<input type="checkbox"/>	<input type="checkbox"/>	
3	Analyzed the the data to assess the effectiveness of the intervention	<input type="checkbox"/>	<input type="checkbox"/>	
DATA INTERPRETATION AND PRESENTATION		Yes	No	Output/Remarks
1	Related the findings to research questions	<input type="checkbox"/>	<input type="checkbox"/>	
2	Prepared a report summarizing the key findings from the analysis	<input type="checkbox"/>	<input type="checkbox"/>	

Submitted by:

Teacher-Researcher

Checked by:

School Research Committee_____
School Research Committee_____
School Research Committee_____
School Research Committee_____
School Research Committee_____
School Research Committee

TYPESSETTING 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
Educational Research Assistance SY 2024-2025

5 single spaces

April 2025



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



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- | | |
|---|--|
| <ul style="list-style-type: none">◇ The title of the study, researcher, position/designation, year of completion of the manuscript should be indicated.◇ The first line of each paragraph should be indented (one tab).◇ Ideas must be connected using linking devices and transitions. | |
|---|--|



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I. Introduction

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Introduction Guide	
<ul style="list-style-type: none">✧ 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.✧ 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.✧ The last paragraph should bring up a very strong foundation and rationale of the study✧ Citing some references and sentences from published materials should be limited up to three references only✧ Single indentation for every paragraph	<ul style="list-style-type: none">✧ Uses personal reflection to make a compelling case for investigation and intervention.✧ Addresses "real" and "existing" issues and challenges identified by its stakeholders.✧ Reports new results, knowledge, and/or conclusions that are falsifiable.✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.



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II. Method

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Research Methodology Guide	
<p>A. Research Design</p> <ul style="list-style-type: none"> ✧ Provide a brief description of research design suitable to the nature and purpose of the Action Research. <p>B. Participants and/or other Sources of Data and Information</p> <ul style="list-style-type: none"> ✧ 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 ✧ If the researcher intends to utilize sample, the sampling design/procedure has to be indicated. ✧ Clear rationale for their inclusion in the study given. <p>C. Data Gathering Methods</p> <ul style="list-style-type: none"> ✧ Describe the data collection method/s to be used ✧ Ensure that they are aligned with the research questions. ✧ The research instruments, if any, are appropriate for obtaining the desired kind of data/information. <p>D. Data Analysis</p> <ul style="list-style-type: none"> ✧ Describe the technique/s for data analysis to be used. ✧ 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. 	<ul style="list-style-type: none"> ✧ Utilizes a research design that is correct and appropriate for investigating the chosen area of focus, problem, or issue. ✧ 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. ✧ Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children). ✧ 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.



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III. Results and Discussions

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Discussion of Results and Discussion Guide	
<p>A. Research Results/Findings</p> <ul style="list-style-type: none"> ✧ This part of the report presents the outcome of the analysis of research data considering the intervention implemented. ✧ The following are some of the things that you need to remember in writing about the research findings: <ul style="list-style-type: none"> 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 b. Results can be presented through tables, graphs, charts, and diagrams, which can be made more interesting with colors and readable titles. c. Narrative explanations and interpretation of results should precede tables and graphs. 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. e. In explaining the results, include implications and cite probable causes of the findings. f. Discussion of findings should be clear and presented with as much detail as could be extracted from the analyses. 	<ul style="list-style-type: none"> ✧ 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. ✧ Reports new results, knowledge, and/or conclusions that are falsifiable. ✧ Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.



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IV. Conclusions

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Conclusion Guide
◇ 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">- Restate the purpose of the study- Summarize the results/findings- Explain the importance of the study

V. Recommendations

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Recommendation Guide
◇ 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



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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 <http://www.apastyle.org/learn>

(Bookman Old Style, 11, Single space) Delete this after

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>.

SRC MF NO. 1

SUMMARY REPORT ON THE LEARNING ASSESSMENT CHECKLIST

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 1: 0

Link for ERA FORM No. 1 _____

No.	NAME OF TEACHER (Last Name, First Name Middle Initial)	REMARKS	
		Submitted	Not Yet Submitted
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Prepared by:

School Research Coordinator

Submitted by:

School Head

SUMMARY REPORT ON THE POSSIBLE SOLUTIONS TO THE IDENTIFIED PRIORITY PROBLEMS

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 2: 0

Link for ERA FORM No. 2 _____

No.	NAME OF TEACHER (Last Name, First Name Middle Initial)	REMARKS	
		Submitted	Not Yet Submitted
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>

Prepared by:

School Research Coordinator

Submitted by:

School Head

SUMMARY REPORT ON THE EDUCATIONAL RESEARCH ASSISTANCE (ERA) PROPOSAL

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 3: 0

Link for ERA FORM No. 3 _____

No.	NAME OF TEACHER <small>(Last Name, First Name Middle Initial)</small>	TITLE OF RESEARCH	REMARKS	
			Submitted	Not Yet Submitted
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Prepared by:

School Research Coordinator

Submitted by:

School Head

**EVALUATION REPORT ON THE EDUCATIONAL
RESEARCH ASSISTANCE (ERA) PROPOSAL**

Name of School: _____
 Total No. of Teachers: _____
 No. of Submitted ERA Proposals: 0

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

A. ACTION RESEACH TITLE		Yes	No	Input/Remarks
1	Has been presented to the School Research Committee (SRC)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Shows responsiveness to real classroom-based situation	<input type="checkbox"/>	<input type="checkbox"/>	
3	Indicates a researchable problem	<input type="checkbox"/>	<input type="checkbox"/>	
4	Indicates a proposed solution	<input type="checkbox"/>	<input type="checkbox"/>	
5	States the selected participants in the study	<input type="checkbox"/>	<input type="checkbox"/>	
B. CONTEXT AND RATIONALE		Yes	No	Input/Remarks
1	Discussess the area or focus of the CAR, the reason/s why the topic is significant, and the specific objective/s or purpose/s of the study.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Shows an in-depth and critical analysis of the situation, states benefits and limitations of the study	<input type="checkbox"/>	<input type="checkbox"/>	
3	Explains in detail the intervention, innovation or strategy and clearly shows how such treatment addresses the problem	<input type="checkbox"/>	<input type="checkbox"/>	
C. RESEARCH METHODOLOGY		Yes	No	Input/Remarks
1	Discusses the research design appropriate for the nature and purpose of the CAR	<input type="checkbox"/>	<input type="checkbox"/>	
2	Describes the respondents of the study, demographic information and other relevant characteristics of the participants of the study, as well as the sampling procedure	<input type="checkbox"/>	<input type="checkbox"/>	
3	Explains the data gathering method and presents details of the research instruments	<input type="checkbox"/>	<input type="checkbox"/>	

Prepared by:

School Research Committee

Submitted by :

School Head

SUMMARY REPORT ON THE IMPLEMENTATION OF INTERVENTION

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 4: 0

Link for ERA FORM No. 4 _____

No.	NAME OF TEACHER (Last Name, First Name Middle Initial)	REMARKS	
		Submitted	Not Yet Submitted
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Prepared by:

School Research Coordinator

Submitted by:

School Head

**SUMMARY REPORT ON THE DATA PROCESSING AND ANALYSIS
WITH DATA INTEGRATION**

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 5: 0

Link for ERA FORM No. 5 _____

No.	NAME OF TEACHER (Last Name, First Name Middle Initial)	REMARKS	
		Submitted	Not Yet Submitted
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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Prepared by: _____
School Research Coordinator

Submitted by: _____
School Head

SUMMARY REPORT ON THE SUBMITTED FULL PAPER

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 6: 0

Link for ERA FORM No. 6 _____

No.	NAME OF TEACHER <small>(Last Name, First Name Middle Initial)</small>	TITLE OF RESEARCH	REMARKS	
			Submitted	Not Yet Submitted
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Prepared by:

School Research Coordinator

Submitted by:

School Head

EDUCATIONAL RESEARCH ASSISTANCE (ERA) PROCESS FLOW

