



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 24 2025

MEMORANDUM

AMENDMENT TO DIVISION MEMORANDUM NO. 251, S. 2024
(TIMELINE OF ACTIVITIES FOR THE CONDUCT OF CLASSROOM ACTION
RESEARCH (CAR) FOR SCHOOL YEAR 2024-2025)

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

1. In conformity with DepEd Order No. 009, s. 2024, dated July 15, 2024, titled, "Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)", the timeline of activities for the conduct of Classroom Action Research (CAR) for School Year 2024-2025 will be modified.

2. Particular attention is invited to the important changes in the dates provided in the said issuance as follows:

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 Discussion (feedback from the teachers) - Formal Observation - Interview - 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 - 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

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DATE	ACTIVITY	OUTPUT	
		Teacher	SRC
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
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
	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 School-Based Conference
March 2025	Write the Classroom Action Research Report	ERA Form No. 6 - Full Paper	SRC MF No. 6- Summary Report on the Submitted Full Paper 10 th Division Research Conference
April 2025- May 2025	Rewrite the Classroom Action Research Report	ERA Form No. 6 - Full Paper	SRC MF No. 6- Summary Report on the Submitted Revised Full Paper Consolidated ERA Form No. 6 FinDES Payroll

3. 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.

4. 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/Amendment to Division Memorandum No. 251, s. 2024 (Timeline of Activities for the Conduct of Classroom Action Research (CAR) for School Year 2024-2025
__038__ /January 24, 2025

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