



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 19 2025

MEMORANDUM

No. 291, s. 2025

**TIMELINE OF ACTIVITIES FOR THE CONDUCT OF
CLASSROOM ACTION RESEARCH (CAR) FOR SCHOOL YEAR 2025-2026**

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. Pursuant to DepEd Order No. 26, s. 2021, which amends DepEd Order No. 016, s. 2017 (Research Management Guidelines), and in support of enhancing the implementation of research initiatives at the school level, this memorandum issues the **Timeline of Activities for the Conduct of Classroom Action Research (CAR)** for **School Year 2025-2026** to serve as a reference for planning, monitoring, and reporting of school-based research efforts.

2. The School Research Committee (SRC) is expected to take on the following responsibilities:

- sets the direction on school research initiatives;
- evaluates and approves research proposals and other initiatives for funding under the Basic Education Research Fund (BERF), Educational Research Assistance (ERA), or other sources; and
- prepares and submits 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:

- Enclosure No. 1 - Timeline of Activities for the Conduct of Classroom Action Research (CAR) School Year 2025-2026
- Enclosure No. 2 - ERA Form Nos. 1-7
- Enclosure No. 3 - SRC Form Nos. 1-7

NUM-2025-291

291



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
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ALL - JUNE - 2025 - 0725

A-4936



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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 8423-7561 to 8423-7562 local 120.
7. Immediate and wide dissemination of, and strict compliance with this Memorandum is directed.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:


LILIA A. RICERO
OIC, Assistant Schools Division Superintendent
Officer-in-Charge

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

FUNDS
REPORTS
RESEARCH
SCHOOLS

PRA /Timeline of Activities for Conducting Classroom Action Research (CAR) School Year 2025-2026
291 /June 19, 2025

NUM-2025-291



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**TIMELINE OF ACTIVITIES FOR CONDUCTING
CLASSROOM ACTION RESEARCH
SY 2025-2026**

DATE	ACTIVITY	OUTPUT	
		Teacher	SRC
June 2025 – August 2025	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
September 2025	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
October 2025	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) FinDES Payroll SRC MF No. 3.1
November 2025- January 2026	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 2025-2026

Enclosure No. 1

DATE	ACTIVITY	OUTPUT	
		Teacher	SRC
February 2026	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
March 2026-	Write the Classroom Action Research Report	ERA Form No. 6 - Full Paper	SRC MF No. 6- Summary Report on the Submitted Full Paper FinDES Payroll
April 2026	Self- Evaluation	ERA Form No. 7 – Self Evaluation Checklist	SRC MF No. 7 - Summary Report on the Self-Evaluation Checklist
May 2026	CAR Journal Publication		

LEARNING ASSESSMENT CHECKLIST
SY 2025-2026

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	☐	☐	
	-Standardized Assessment	☐	☐	
	- Instructional materials	☐	☐	
	-Teaching strategies	☐	☐	
	-Learners attendance	☐	☐	
	-Parental involvement	☐	☐	
2	Gathered secondary data	☐	☐	

Submitted by:

Teacher-Researcher

Checked by:

School Research Committee

School Research Committee

School Research Committee

School Research Committee

POSSIBLE SOLUTIONS TO THE IDENTIFIED PRIORITY PROBLEMS
SY 2025-2026

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

EDUCATIONAL RESEARCH ASSISTANCE (ERA) PROPOSAL SY 2025-2026

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
SY 2025-2026**

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
SY 2025-2026

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	☐	☐	
2	Verified that all materials and tools are ready and available	☐	☐	
DATA COLLECTION		Yes	No	Output/Remarks
1	Gathered data continuously throughout the intervention period	☐	☐	
2	Assured data collection methods are consistent and reliable	☐	☐	

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 SY 2025-2026

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	☐	☐	
2	Verified that all data collected is complete and accurate	☐	☐	
3	Analyzed the the data to assess the effectiveness of the intervention	☐	☐	
DATA INTERPRETATION AND PRESENTATION		Yes	No	Output/Remarks
1	Related the findings to research questions	☐	☐	
2	Prepared a report summarizing the key findings from the analysis	☐	☐	

Submitted by:

Teacher-Researcher

Checked by:

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

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
Educational Research Assistance SY 2025-2026

5 single spaces

March 2026



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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	
✧ 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.	✧ 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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✧ 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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Department of Education
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I. Introduction

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Introduction Guide	
✧ 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 indention for every paragraph	✧ 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	
A. Research Design ✧ Provide a brief description of research design suitable to the nature and purpose of the Action Research.	✧ 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.
B. Participants and/or other Sources of Data and Information ✧ 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.	
C. Data Gathering Methods ✧ 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.	
D. Data Analysis ✧ 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.	



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III. Results and Discussions

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Discussion of Results and Discussion Guide	
A. Research Results/Findings	
✧ 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: 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.	✧ 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: - 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>.

CLASSROOM ACTION RESEARCH: SELF-EVALUATION CHECKLIST

SY 2025-2026

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
1. My title has...			
a. problem			
b. proposed intervention/solution			
c. participants/respondents			
2. The abstract ...			
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.			
3. The introduction has..			
a. brief background of the problem			
b. reasons behind the conduct of the research			
4. The method of the study...			
a. presents the description of the process used in the research			
b. explains who and how are the respondents chosen			
5. The findings of the study..			
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.			
6. The conclusion..			
a. provides a summary arising from the findings and the discussion.			
7. The recommendation..			
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			

Submitted by : _____
(Signature above Printed Name)

Position : _____
Grade/Department: _____

Checked by:

School Research Committee

Enclosure No. 3

SRC MF NO. 1

**SUMMARY REPORT ON THE LEARNING ASSESSMENT CHECKLIST
SY 2025-2026**

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 1: _____

No.	NAME OF TEACHER	REMARKS	
		Submitted	Not Yet Submitted

Prepared by:

School Research Coordinator

Submitted by:

Principal

**SUMMARY REPORT ON THE POSSIBLE SOLUTIONS TO THE IDENTIFIED
PRIORITY PROBLEMS
SY 2025-2026**

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 2: _____

No.	NAME OF TEACHER	REMARKS	
		Submitted	Not Yet Submitted

Prepared by:

School Research Coordinator

Submitted by:

Principal

SUMMARY REPORT ON THE EDUCATIONAL RESEARCH
ASSISTANCE (ERA) PROPOSAL
SY 2025-2026

Name of School: _____
Total No. of Teachers: _____
No. of Submitted ERA Form No. 3: _____

No.	NAME OF TEACHER	TITLE OF RESEARCH	REMARKS	
			SUBMITTED	NOT YET SUBMITTED

Prepared by:

School Research Coordinator

Submitted by:

Principal

**EVALUATION REPORT ON THE EDUCATIONAL RESEARCH
ASSISTANCE (ERA) PROPOSAL
SY 2025-2026**

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Proposals: _____

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)			
2	Shows responsiveness to real classroom-based situation			
3	Indicates a researchable problem			
4	Indicates a proposed solution			
5	States the selected participants in the study			
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.			
2	Shows an in-depth and critical analysis of the situation, states benefits and limitations of the study			
3	Explains in detail the intervention, innovation or strategy and clearly shows how such treatment addresses the problem			
C. RESEARCH METHODOLOGY		Yes	No	Input/Remarks
1	Discusses the research design appropriate for the nature and purpose of the CAR			
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			
3	Explains the data gathering method and presents details of the research instruments			

Prepared by:

School Research Committee

Submitted by:

School Head

**SUMMARY REPORT ON THE IMPLEMENTATION OF INTERVENTION
SY 20225-2026**

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 4: _____

No.	NAME OF TEACHER	REMARKS	
		Submitted	Not Yet Submitted

Prepared by:

School Research Coordinator

Submitted by:

Principal

**Research Titles Undertaken by the
Teachers SY 2025-2026 (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
2025 – 2026 (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
2025 – 2026 (Calibri, 10)

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

**SUMMARY REPORT ON THE DATA PROCESSING AND ANALYSIS
WITH DATA INTEGRATION
SY 2025-2026**

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 5: _____

No.	NAME OF TEACHER	REMARKS	
		Submitted	Not Yet Submitted

Prepared by:

School Research Coordinator

Submitted by:

Principal

SUMMARY REPORT ON THE SUBMITTED FULL PAPER

Name of School: _____
Total No. of Teachers: _____
No. of Submitted ERA Form No. 6: _____

No.	NAME OF TEACHER	TITLE OF RESEARCH	REMARKS	
			SUBMITTED	NOT YET SUBMITTED

Prepared by: _____
School Research Coordinator

Submitted by: _____
Principal

SUMMARY REPORT ON THE SELF-EVALUATION CHECKLIST

Name of School: _____

Total No. of Teachers: _____

No. of Submitted ERA Form No. 9: _____

No.	NAME OF TEACHER	REMARKS	
		Submitted	Not Yet Submitted

Prepared by:

School Research Coordinator

Submitted by:

Principal