



AM-2025-591-0603

Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

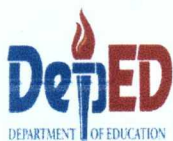
MEMORANDUM

No. 591, s. 2025

SKILL-BUILDING WORKSHOP: UTILIZING THE ACTION RESEARCH TOOLKIT

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

1. The Department of Education, through DepEd Order No. 16, s. 2017 or the "Research Management Guidelines," continues to strengthen the research culture in basic education and promote evidence-based decision-making. In line with the DepEd Memorandum titled "Dissemination of the Action Research Toolkit," the Schools Division Office of Muntinlupa City, through the School Governance and Operations Division (SGOD)-Planning and Research Section, will conduct a Skill-Building Workshop: Utilizing of the Action Research Toolkit on December 3-5, 2025, at Hotel Dominique, Tagaytay City.
2. This activity forms part of the Division's Research Parliament Project under the initiative *Siklab DUNOnG* and aims to capacitate Master Teachers and School Research Coordinators in utilizing the Facilitator's Guide during Learning Action Cell (LAC) sessions to strengthen action research implementation across all governance levels.
3. The workshop specifically aims to:
 - a. provide participants with the necessary skills to effectively use the Facilitator's Guide during LAC sessions, enabling them to lead discussions, foster collaboration, and enrich the overall learning experience;
 - b. align school-based research initiatives with the Basic Education Research Agenda (BERA), regional research priorities, and division research priority areas;
 - c. develop participants' skills in writing and enhancing each component of a research proposal; and
 - d. strengthen literacy and numeracy-focused proposals through guided writing and peer feedback.



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4. The participants are all Public Schools District Supervisors, one (1) Master Teacher per school, and School Research Coordinators.
5. To facilitate the preparation of attendance sheets and certificates, all participants are required to pre-register through the link: <https://bit.ly/M07-RESEARCH-FY2025> on or before November 18, 2025.
6. All participants are advised to bring their laptops and previous or ongoing research proposals for enhancement during the workshop.
7. For further details of this activity, refer to the enclosures: Indicative Program of Activities and Technical Working Group.
8. Queries and concerns relative to the aforementioned activity may be directed to Ms. Phoebe R. Arroyo, Senior Education Program Specialist at 8829-23-08 loc. 120.
9. Immediate dissemination of this Memorandum is desired.

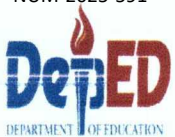

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: as stated
Reference: as stated
To be indicated in the Perpetual Index
Under the following subjects:

RESEARCH WORKSHOP

PRA/ Skill-Building Workshop: Utilizing the Action Research Toolkit
591/November 13, 2025

NUM-2025-591



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SKILL-BUILDING WORKSHOP: UTILIZING THE ACTION RESEARCH TOOLKIT

Hotel Dominique, Tagaytay City
December 3-5, 2025

INDICATIVE PROGRAM OF ACTIVITIES

Day 1: December 3, 2025

Time	Activity	Person Involved
8:00 – 8:30 AM	Registration	PMT
8:31 – 9:00 AM	Opening Program <ul style="list-style-type: none">• Makabayang Awit• Opening Prayer• Energizer• Presentation of the Participants• Statement of Purpose• Opening Remarks	DR. JOHN ALBERT B. COLLE EPS, Filipino Supervisor Ms. PHOEBE R. ARROYO SEPS, Planning & Research Ms. MA. REGAELE A. OLARTE Chief, SGOD Dr. VIOLETA M. GONZALES, CESO VI OIC - Schools Division Superintendent
9:01 – 9:30 AM	Session 1 Research Management Guidelines	DR. MENIANO D. EBORA Public Schools District Supervisor
9:31 – 10:00 AM	Session 2: DepEd-NCR Research Priorities	Ms. PHOEBE R. ARROYO
10:01 – 10:15 AM	Health Break	
10:16 – 12:00 AM	Session 3a: Session 3 Policy Orientation on the Action Research Toolkit (Action Research Framework and Process)	DR. JHEMSON D. ELIS Public Schools District Supervisor
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Session 3b: Continuation of Action Research Toolkit (Problem Identification, Research Design and Methodology)	DR. JHEMSON D. ELIS Public Schools District Supervisor
3:01 – 3:15 PM	Health Break	DR. JHEMSON D. ELIS Public Schools District Supervisor
3:16 – 5:00 PM	Session 3c: Continuation of Action Research Toolkit (Data Analysis and Developing an Action Plan)	DR. JHEMSON D. ELIS Public Schools District Supervisor



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Day 2: December 4, 2025

Time	Activity	Person Involved
8:00 – 8:30 AM	Management of Learning	Group-in-Charge
8:31 – 10:00 AM	Session 4a: Pedagogical Approaches in English (Teaching Strategies/ Contextualized Instruction/Identifying Gaps)	DR. MA. CARMEN D. SOLAYAO EPS, English
10:01 – 10:15 AM	Health Break	
10:16 – 12:00 AM	Session 5: Pedagogical Approaches in Filipino (Teaching Strategies/ Contextualized Instruction/Identifying Gaps)	DR. JOHN ALBERT B. COLLE EPS, Filipino Supervisor
12:01 – 1:00 PM	Lunch Break	
1:01 – 3:00 PM	Session 6: Pedagogical Approaches in Mathematics (Teaching Strategies/ Contextualized Instruction/Identifying Gaps)	Ms. EMALYN M. BALLONADO Division Mathematics Coordinator
3:01 – 3:15 PM	Health Break	
3:16 – 4:50 PM	Workshop/Presentation of Output	Presentation Per Group

Day 3: December 5, 2025

Time	Activity	Person Involved
8:00 – 8:30 AM	Management of Learning	Group-in-Charge
8:31 – 9:00 AM	Session 7: Action Research and Steps in Writing Action Research Activity 1: (Evaluating AR Problem) Activity 2: Reflecting on the Possible Solution to prioritized problem	DR. LILIA A. RICERO Assistant Schools Division Superintendent
9:31 – 10:00 NN	Session 8: Generating Topic for Action Research	DR. LILIA A. RICERO Assistant Schools Division Superintendent
10:01 – 10:15 AM	Health Break	
10:16 – 11:00 AM	Session 9: Formulating AR Title Activity 3: Constructing Research Title	DR. LILIA A. RICERO Assistant Schools Division Superintendent
11:01 – 12:00 AM	Session 10: Writing AR Research Proposal	
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:00 PM	Session 11: Writing Context and Rationale and Proposed Innovation, Intervention and Strategy Activity 5: Writing Context and Rationale Activity 6: Writing Proposed Innovation, Intervention and Strategy	DR. LILIA A. RICERO Assistant Schools Division Superintendent
2:01 – 3:00 PM	Session 12: Action Research Methods	DR. LILIA A. RICERO Assistant Schools Division Superintendent
3:01 – 3:15 PM	Health Break	
3:16 – 4:15 PM	Presentation of Output	School Heads/Team
4:16 – 5:00 PM	Closing Program <ul style="list-style-type: none">Awarding of CertificatesClosing Remarks	DR. LILIA A. RICERO Assistant Schools Division Superintendent



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Enclosure No. 2

SKILL-BUILDING WORKSHOP: UTILIZING THE ACTION RESEARCH TOOLKIT

Hotel Dominique, Tagaytay City
December 3-5, 2025

TECHNICAL WORKING GROUP

TASK	PERSON-IN-CHARGE
Program	Ms. Phoebe R. Arroyo and Mr. Joseph D. Nilo
Certificates	Mr. Andres F. Sicam Jr.
Training Host	Ms. Ivy M. Romano
Attendance (Registration)	Dr. Christian Paul A. Dela Vega Ms. Chelo DG Rongavilla Ms. Virma U. Amistoso
Logistics/Documentation	Engr. Jerone M. Tagapan Mr. King Solidini J. Torres Ms. Ma. Romma S. Pagador
Slide Presentation	Mr. Joseph D. Nilo
QAME	Dr. Zoren Pepito L. Gubalane