



AK-1129-1478

Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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**Office of the Schools Division  
Superintendent**

**MEMORANDUM**

No. 209, s. 2026

**TIMELINE OF ACTIVITIES FOR THE CONDUCT OF  
CLASSROOM ACTION RESEARCH (CAR) FOR SCHOOL YEAR 2026-2027**

TO: Assistant Schools Division Superintendent  
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 accordance with DepEd Order No. 26, s. 2021, which amends DepEd Order No. 016, s. 2017, entitled Research Management Guidelines, this memorandum provides the Timeline of Activities for the conduct of Classroom Action Research (CAR) for School Year 2026–2027. All CAR proposals for this cycle shall be strictly aligned with the Siklab D.U.N.O.N.G. 3-Year Roadmap and the DepEd NCR Top 5 Priorities. Specifically, research must prioritize:

- 1.1. Pillar 2 of Siklab D.U.N.O.N.G. (Unlock Foundational Skill Mastery), which seeks to improve the foundational skills of learners in reading and math; and
- 1.2. Priority 2 of DepEd NCR (Improve Foundational Skills), focusing on literacy and numeracy proficiency through evidence-based interventions.

2. The timeline aims to guide schools in the planning, implementing, monitoring, and reporting of school-based research initiatives.

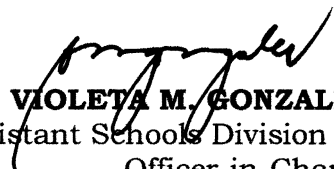
3. The School Research Committee (SRC) shall be responsible for the following functions:

- a. provide strategic direction in the planning and implementation of school-based research initiatives;
- b. review, evaluate, and approve research proposals and related initiatives for funding support under the Basic Education Research Fund (BERF), Educational Research Assistance (ERA), and other applicable funding sources; and
- c. prepare and submit required reports to the Schools Division Research Committee (SDRC) on or before the 20th day of the prescribed reporting month



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4. Strict adherence to the prescribed deadlines for the preparation and submission of the Educational Research Assistance (ERA), Obligation Request (OBR), and Disbursement Voucher (DV) is hereby required. Failure to comply with the established timelines shall result in the exclusion of the concerned schools from the preparation and processing of the OBR and DV for the semi-annual release.
5. 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).
6. For your guidance and compliance, refer to the attached enclosures to be accomplished by the Teacher and the School Research Committee (SRC), as follows:
  - a. Enclosure No. 1 - Timeline of Activities for the Conduct of Classroom Action Research (CAR) School Year 2026-2027
  - b. Enclosure No. 2 – ERA Form Nos. 1-7
  - c. Enclosure No. 3 – SRC Form Nos. 1-7
  - d. Enclosure No. 4 – EPS Form. No. 1
7. Queries and concerns relative to the CAR may be directed to *Ms. Phoebe R. Arroyo*, Senior Education Program Specialist - Planning and Research Division at 8423-7560 to 8423-7562 local 120.
8. Immediate and wide dissemination of, and strict compliance with this Memorandum is directed.

  
**VIOLETA M. GONZALES CESO VI**  
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

FUNDS  
REPORTS  
RESEARCH  
SCHOOLS

PRA /Timeline of Activities for the Conduct of Classroom Action Research (CAR) For School Year 2026-2027  
209 /May 11, 2026

NUM-2026-209



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

**TIMELINE OF ACTIVITIES FOR THE CONDUCT OF  
CLASSROOM ACTION RESEARCH  
SY 2026-2027**

DATE	ACTIVITY	OUTPUT	
		Teacher	SRC/EPS
June 2026 –	Assess the educational needs in schools and classrooms 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
July 2026	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
August 2026	Prepare and submit the Educational Research Assistance Proposal for evaluation and quality review by the Education Program Supervisor	ERA Form No. 3 – Educational Research Assistance (ERA) Proposal	SRC MF No.3 – Summary Report on the Education Research Assistance (ERA) by subject  11 <sup>th</sup> Division Research Parliament Awards
September 2026 - October 2026	Evaluate and Quality Review of the ERA proposal of the Education Program Supervisor		EPS Form No.1 – Strategy/Intervention Evaluation Checklist  SRC MF No.3 – Summary Report on the Education Research Assistance (ERA) FinDES Payroll SRC MF No. 3.1

**Enclosure No. 1**

<b>DATE</b>	<b>ACTIVITY</b>	<b>OUTPUT</b>	
		<b>Teacher</b>	<b>SRC/EPS</b>
November 2026 - January 2027	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 2026-2027
February 2027	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 2027-	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
May 2027	Self- Evaluation	ERA Form No. 7 – Self Evaluation Checklist	SRC MF No. 7 - Summary Report on the Self-Evaluation Checklist
	CAR Journal Publication		

**LEARNING ASSESSMENT CHECKLIST  
SY 2026-2027**

Name of Teacher : \_\_\_\_\_

Name of School: \_\_\_\_\_

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

<b>ALIGNMENT OF LEARNING ASSESSMENT WITH THE CLASSROOM ACTION RESEARCH (CAR)</b>		<b>Yes</b>	<b>No</b>	<b>Output/Remarks</b>
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

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School Research Committee

\_\_\_\_\_  
School Research Committee

**POSSIBLE SOLUTIONS TO THE IDENTIFIED PRIORITY PROBLEMS  
SY 2026-2027**

Name of Teacher : \_\_\_\_\_

Name of School: \_\_\_\_\_

Direction: Fill in the table below.

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

Submitted by:

\_\_\_\_\_

Teacher-Researcher

Checked by:

\_\_\_\_\_

School Research Committee

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School Research Committee

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School Research Committee

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School Research Committee

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## **EDUCATIONAL RESEARCH ASSISTANCE (ERA) PROPOSAL SY 2026-2027**

### **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 2026-2027**

<b>PROPONENT</b>	
<b>TITLE OF RESEARCH</b>	
<b>TYPE OF RESEARCH</b>	ACTION RESEARCH
<b>SCHOOL</b>	

**CONTEXT AND RATIONALE**

- *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 three to four paragraphs, reveal the real problem/s 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*
- *Discussion should be deductive from macro to micro concepts leading to the problem*
- *Third person pronouns should be used*
- *Ideas must be connected using linking devices and transitions.*
- *Citing some references and sentences from published materials should be limited up to three references only*
- *Single indentation for every paragraph*

**ACTION RESEARCH QUESTIONS**

- *Identify the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating new procedure or system; explaining phenomena; or a combination of any of these.*
- *The general aim of the study should be stated first followed by the specific research questions.*
- *it should start from stating a question for establishing the baseline idea as to the reasons why research is conducted followed the integration of the proposed intervention or the solutions to be undertaken and the last question should be the plan of actions/proposed activities for further actions or enhancement of study/program.*

**PROPOSED INNOVATION, INTERVENTION AND STRATEGY**

- *Idea*
- *Problem*
- *Procedure/system*
- *Solution*
- *Phenomenon*

- *Combination of any of these that were used to solve the research problem*
- *The proposed intervention/strategy should be based on previous studies along with your experiences*
- *The rationale, extent and limitation of the intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support.*

## **ACTION RESEARCH METHODS**

### **A. 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 a sample, the sampling design/procedure has to be indicated.*
- *Details are provided about the target participants (e.g. number, characteristics, sampling procedure, if any) and/or other sources of data and information. Mention the clear rationale for their inclusion in the study given.*

### **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:

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Proponent  
(Signature above Printed Name)

**IMPLEMENTATION OF THE INTERVENTION CHECKLIST  
SY 2026-2027**

Name of Teacher : \_\_\_\_\_

Name of School: \_\_\_\_\_

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

<b>IMPLEMENTATION PHASE</b>		<b>Yes</b>	<b>No</b>	<b>Output/Remarks</b>
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"/>	
<b>DATA COLLECTION</b>		<b>Yes</b>	<b>No</b>	<b>Output/Remarks</b>
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

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School Research Committee

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School Research Committee

**DATA PROCESSING AND ANALYSIS WITH DATA INTERPRETATION CHECKLIST  
SY 2026-2027**

Name of Teacher : \_\_\_\_\_  
Name of School: \_\_\_\_\_

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

<b>DATA COLLECTION AND ANALYSIS</b>		<b>Yes</b>	<b>No</b>	<b>Output/Remarks</b>
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"/>	
<b>DATA INTERPRETATION AND PRESENTATION</b>		<b>Yes</b>	<b>No</b>	<b>Output/Remarks</b>
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

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School Research Committee

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School Research Committee





**SUMMARY REPORT ON THE EDUCATIONAL RESEARCH  
ASSISTANCE (ERA) PROPOSAL  
SY 2026-2027**

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 2026-2027**

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.

<b>A. ACTION RESEACH TITLE</b>		<b>Yes</b>	<b>No</b>	<b>Input/Remarks</b>
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>B. CONTEXT AND RATIONALE</b>		<b>Yes</b>	<b>No</b>	<b>Input/Remarks</b>
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			
<b>C. RESEARCH METHODOLOGY</b>		<b>Yes</b>	<b>No</b>	<b>Input/Remarks</b>
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 2026-2027**

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

**SUMMARY REPORT ON THE DATA PROCESSING AND ANALYSIS  
WITH DATA INTEGRATION  
SY 2026-2027**

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**  
**SY 2026-2027**

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 SUBMITTED FULL PAPER**  
**SY 2026-2027**

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

**STRATEGY/INTERVENTION EVALUATION CHECKLIST**  
**SY 2026-2027**

Name of Teacher : \_\_\_\_\_

Name of School: \_\_\_\_\_

This checklist is a quality assurance tool designed to ensure that Classroom Action Research (CAR) initiatives serve as strategic drivers for learning improvement. It transitions research from mere compliance to evidence-based practice, empowering Education Program Supervisors (EPS) to validate that interventions are technically sound and contextually appropriate for Muntinlupa learners.

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

<b>STRATEGY/INTERVENTION EVALUATION CHECKLIST</b>		<b>Yes</b>	<b>No</b>	<b>Output/ Remarks</b>
<b>Identified Classroom Problem</b>				
<b>1</b>	The classroom problem is clearly stated	<input type="checkbox"/>	<input type="checkbox"/>	
	The problem is supported by observation or learner performance data	<input type="checkbox"/>	<input type="checkbox"/>	
	The problem is relevant to teaching-learning improvement	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Appropriateness of the Proposed Intervention/Strategy</b>				
<b>2</b>	The intervention directly addresses the identified problem	<input type="checkbox"/>	<input type="checkbox"/>	
	The strategy is evidence-based (supported by literature or prior studies)	<input type="checkbox"/>	<input type="checkbox"/>	
	The intervention is appropriate for the learners' level and context	<input type="checkbox"/>	<input type="checkbox"/>	
	The strategy is realistic within the classroom setting	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Alignment with Expected Learning Outcome</b>				
<b>3</b>	The intervention is expected to improve learner performance	<input type="checkbox"/>	<input type="checkbox"/>	
	The strategy supports targeted competency/skill development	<input type="checkbox"/>	<input type="checkbox"/>	
	The intervention has clear measurable outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Reference and Basis of Intervention</b>				
<b>4</b>	Intervention is supported by at least one relevant study or literature	<input type="checkbox"/>	<input type="checkbox"/>	
	Strategy is adapted from proven instructional practices	<input type="checkbox"/>	<input type="checkbox"/>	
	References are appropriate and recent	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall Evaluation</b>				
<b>5</b>	Intervention is highly appropriate and ready for implementation	<input type="checkbox"/>	<input type="checkbox"/>	
	Intervention is appropriate with minor refinement needed	<input type="checkbox"/>	<input type="checkbox"/>	
	Intervention needs major revision before approval	<input type="checkbox"/>	<input type="checkbox"/>	
	Intervention is not appropriate for the identified problem	<input type="checkbox"/>	<input type="checkbox"/>	

Evaluated by:

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 Education Program Supervisor