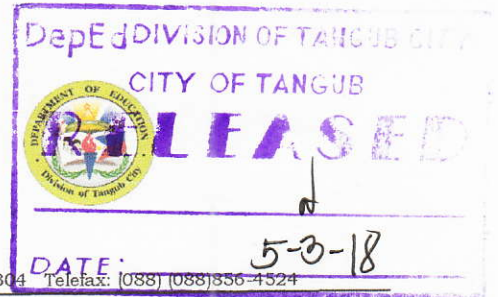




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) 088)836-4524

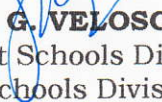
April 30, 2018

DIVISION MEMORANDUM
No. 108 s. 2018

GUIDELINES IN CONDUCTING ACTION RESEARCH AND INNOVATION

To: Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
School Heads
Teaching Related Personnel
Non-Teaching Personnel
This Division

1. To continuously improve the delivery of basic education and strengthen governance in school and office operations, this Office encourages teachers, school heads, supervisors and non-teaching personnel to plan, propose and implement innovation out from the action research and survey conducted.
2. Proposal shall be reviewed by the School Review Committee chaired by the School Head before forwarding it to this Office for evaluation and approval prior to the implementation of the said innovation/action research.
3. The format for Innovation and Action Research are attached as:
Enclosure No. 1 – Innovation Format
Enclosure No. 2 – Format and Guidelines of Action Research
4. All Schools are also directed to submit the composition of their School Review Committee for SY 2018 – 2019 to gina.mandawe@deped.gov.ph on or before May 15, 2018
5. Compliance and immediate dissemination of this Memorandum is enjoined.


JEAN G. VELOSO
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent

JGV/glm/4-30-2018



Enclosure No. 2 to Division Memorandum 108 S. 2018

ACTION RESEARCH FORMAT

1. **Action Research Proposal**

- I –Rationale
- II – Action Research Questions
- III- Proposed Strategy
- IV – Action Research Methods
 - Respondents
 - Data Gathering
 - Data Analysis Plan
- V –Action Research Work Plan
- VI- References

2. **Action Research Final Paper**

- I – Title Page
- II- Abstract
- III- Acknowledgement
- IV- Rationale
- V- Action Research Questions
- VI- Strategy
- VII-Action Research Method\$
 - Respondents
 - Data Gathering
 - Data Analysis Plan
- VIII – Action Research Work Plan
- IX – Discussion of Results and Reflections
- X – Recommendation
- XI- References
- XII- Annexes

3. Research proposal should be reviewed by the School Review Committee and endorsed to the Schools Division Office for evaluation and approval. (Please see attached format)

4. Research Proposal should be aligned to the following themes:

- Teaching and Learning
- Child Protection
- Human Resource Development
- Governance

5. Technical Guidelines in Preparing Research Papers.

- Bond paper: A4
- Font size : 12
- Font style : Bookman Old Style
- Text spacing: double space

6. Accomplishment report including narrative and pictorials shall be submitted to Schools Division Office after a year of implementation.



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Enclosure No. 1 to Division Memorandum 108 S. 2018

INNOVATION FORMAT

A. Proposal

In preparing innovation, proponent/s shall use the suggested outline and have it submitted to this Office for the approval of the Schools Division Superintendent before it will be implemented.

Title

I. Introduction

- What is the innovation/intervention? Has it been used?
- Benefits (What are its benefits? How does this compare to similar or other innovations/interventions? Why is this better? Provide all the details)

II. Problem Statement

- What is the researchable problem? What will be addressed or the focus of the innovation/intervention?
- What new procedure, solution or system the proponent/s would like to introduce?

III. Methods

- How will the innovation/intervention be conducted? Give details on data collection and data analysis
- Describe how you are going to evaluate the proposed innovation/ intervention. Discuss the type of tests to be used with the data gathered.

IV. Action Plan

B. Innovation Final Paper

Note that parts I-V of the proposal will be included as the first part of the final paper.

V. Results and Discussion

- Discuss how the innovation/intervention differs with the current practice and what makes it more effective.

VI. Conclusion and Recommendation

- Give the general conclusion based on the identified problem in part II, then provide doable and specific recommendations for the targeted beneficiaries.

VII. Documentation

- Include photos, attendance sheet and other documentation paper

VIII. References



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INNOVATION / INTERVENTION PROPOSAL

_____ Date

Name of Proponent: _____
 (First Name) (MI) (Last Name)

Title: _____

Name of School: _____

Address of School: _____

Contact Number: _____

School Level: _____

Checked by:

_____ School Head

Date: _____

Division Level: _____

Checked by:

DOROTHY P. NERI

Division Research Coordinator

GINA L. MANDAWA

EPS – LRMDS

 Chief Education Supervisor (SGOD/CID)

Recommending Approval:

ROSEMARIE T. MACESAR

OIC- Assistant Schools Division Superintendent

Approved:

JEAN G. VELOSO

Assistant Schools Division Superintendent

OIC _ Schools Division Superintendent