



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

April 11, 2024

DIVISION MEMORANDUM
NO. 211, s. 2024

**MONITORING ACTIVITIES ON THE IMPLEMENTATION OF ACTION
RESEARCH AND INNOVATION PROJECTS IN SCHOOLS**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In reference to Division Memorandum No. 522, s. 2023 titled “**Conduct of Action Research**”, this Office through the Research and Planning Unit of the School Governance and Operations Division in collaboration with the District Research Teams, will conduct monitoring activities on the implementation of action research and innovation projects in schools starting this April 2024.
2. This activity aims to;
 - a. check the status of the implementation of the action research and innovation projects in schools;
 - b. provide technical assistance; and
 - c. ensure that the problems encountered are properly addressed, in a way that impacts teaching-learning and other related processes.
3. The composition of the District Research Team shall be the following:
 - a. PSDS as Chairman;
 - b. District Research Coordinator (school head) as Co-Chairman; and
 - c. three (3) school heads as members.
4. Attached are the monitoring tools on the implementation of action research and innovation projects in schools and the monitoring guide for your reference.



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5. Immediate dissemination of and compliance with this memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: SDM No. 522, s. 2023

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

IMPLEMENTATION

MONITORING



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Enclosure No. 1 to Division Memorandum No. 211 s. 2024

**MONITORING TOOL ON THE
IMPLEMENTATION OF ACTION/BASIC RESEARCH**

Name of Teacher Researcher:	Date:
Research Title:	Action/Basic Research (Please underline)
School:	Position:

Instructions:

Listed below are indicators in the Conduct of Action Research Implementation. Please indicate compliance by putting a check mark (/) on the column that corresponds to your findings, specify remarks/MOVS if necessary and action taken/TA provided if not observed.

A. Indicators	Evident	Not Evident	Remarks/MOVS	Action Taken. /TA Provided
The researcher...				
1. is able to address problems and improve classroom instruction/school management, leading to a bigger impact on learners' overall development.				
2. enhances learners' skills/competence and had them gain a deeper understanding.				
3. puts the plans and strategies into action.				
4. improves the participants' engagement and motivation in the classroom/school.				
5. follows the Component Activity /Lecture, Strategic Plan, and Timeline.				



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6. uses the criteria to measure learners/participants' achievement on which task is used to demonstrate the quality of achievement.				
7. presents MOVs (used as innovation/intervention during the implementation of the study).				
8. exhibits quality and efficacy of teaching/management, and content delivery that paves the way to cater to learners' /participants' needs to engage effectively.				
9. integrates/provides an evidence-based intervention that a change has happened.				
10. raises the level of learners/participants by developing a better understanding of the concepts.				
11. manifests measures of the implementation outcome in terms of acceptability, appropriateness, feasibility, dissemination, utilization, and sustainability.				

B. Indicators	Obtained	Not-obtained	Remarks/MOVs	Action Taken/TA Provided
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The action research study...				
1. leads to positive educational impacts such as academic performance and school effectiveness.				
2. helps the researcher develop new knowledge directly related to the classroom/school.				
3. expands teachers' pedagogical repertoire				
4. reinforces the link between practice and learners'/participants' achievement.				

Part II. Other findings

Issues/Concern	Person/s involved	Technical Assistance Provided	Remarks
Best Practices:			

Monitored/ Evaluated by:

Public Schools District Supervisor

Conforme:

Teacher-Researcher

Date and time



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Enclosure No. 2 to Division Memorandum No. 211, s. 2024

MONITORING TOOL FOR THE IMPLEMENTATION OF INNOVATION PROJECT

Name of Teacher-Innovator:	Date:
Title of Innovation:	Implementation Period:
School:	Position:

Instructions:

Listed below are indicators in the Conduct of Action Research Implementation. Please indicate compliance by putting a check mark (/) on the column that corresponds to your findings, specify remarks/MOVS if necessary and action taken/TA provided if not observed.

Indicators	Evident	Not Evident	Remarks/MOVS	Action Taken./TA Provided
The innovation project:				
1. is currently used in the classroom/office and is functional, user-friendly, and easy to manage.				
2. applies something new, useful, and better ideas and convert it into new methods, products/services.				
3. is currently used in the classroom/office				
4. provides quality improvement and create a significant change in the organization				
5. gives positive changes that will directly benefit a classroom, school, district, and the division.				



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6. improves academic performance, and enhances learning environment /improve physical facilities.				
7. is a product of contextualization and indigenization.				
8. is relevant or contributory to the attainment of the Department's Vision, Mission, and Goals/Regional Mantra				
9. provides valuable impact to learners, personnel, stakeholders, and the educational system.				
10. address gaps on access, quality, and governance of basic education				
11. uses materials that are safe, durable, replicable, and competitive				
12. addresses the perceived issues or problems in the educational context				
13. maximizes school/office resources; promotes productivity; and creates efficiency in school/office operations				
14. provides valuable insights into the effectiveness of innovation initiatives, processes, and outcomes.				
15. has sustainability.				



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Part II. Other findings

Issues/Concern	Person/s involved	Technical Assistance Provided	Remarks
Best Practices:			

Monitored/ Evaluated by:

Public Schools District Supervisor

Conforme:

Proponent

Date and time



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Enclosure No. 3 to Division Memorandum No. 211, s. 2024

MONITORING GUIDE

1. The Public Schools District Supervisor (PSDS) is the Chairman of the District Monitoring Team, co-chaired by the District Research /Innovation Coordinator and 2 or 3 school heads. (in adherence to D.O No. 02, s. 2024).
2. Elementary, secondary, and integrated school teacher-researchers/teacher innovators (proponents) who have an approved proposal will be monitored/evaluated by the District Monitoring Team.
However, if the proponent refuses to be monitored or evaluated, he/she will not be required to do so but will lack evidence on the implementation of the study.
3. The proponent must show his/her innovation-intervention tool used to address the problem as a means of verification (MOVs) based on the approved proposal.
4. All other provisions in the monitoring tool must be present during the monitoring.
5. The monitoring team will give the original copy of the accomplished monitoring tool to the proponent that will be attached to his/her completed/terminal report (a photocopy shall be kept for the district file).