



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

August 5, 2024

DIVISION MEMORANDUM
NO. 440, s. 2024

DISSEMINATION OF THE ACTION RESEARCH TOOLKIT

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. Attached is Regional Memorandum dated July 31, 2024, re: **Dissemination of the Action Research Toolkit** which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

LUZ U. BANSON EdD, CESE
OIC, Office of the Schools Division Superintendent
In-charge of the Division

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects

RESEARCH

POLICY

MANUALS



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

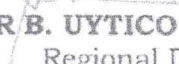
JUL 31 2024

REGIONAL MEMORANDUM
No. 674, s. 2024

DISSEMINATION OF THE ACTION RESEARCH TOOLKIT

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is a Memorandum dated July 9, 2024, from the Office of the Assistant Secretary for Administration for Planning Service on the Dissemination of the Action Research Toolkit.
2. Per DepEd Order No. 16, s. 2017, research managers across governance levels and researchers are highly encouraged to use these modules in providing technical assistance and capacity building to researchers and teachers in developing and conducting action research.
3. For more inquiries, contact PS-PRD through email address: ps.prd@deped.gov.ph and/or Telephone No. (02) 8633-7257.
4. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

POLICY

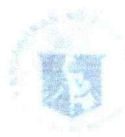
MANUALS

RSP/PPRD-RM on Dissemination of the Action Research Toolkit
Q3_RM_008/July 31, 2024

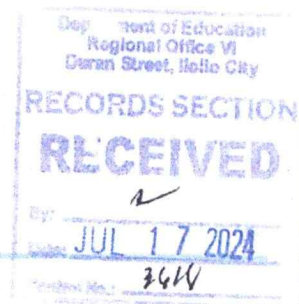


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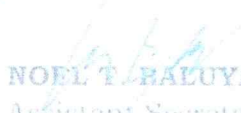
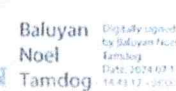
Republic of the Philippines
Department of Education
PLANNING SERVICE



MEMORANDUM

FOR: All Regional Directors
All School Division Superintendents

THROUGH:  **NOLASCO A. MEMPIN**
Undersecretary for Administration

FROM:  **NOEL T. BALUYAN** 
Assistant Secretary for Administration
Officer-in-Charge, Planning Service

SUBJECT: **DISSEMINATION OF THE ACTION RESEARCH TOOLKIT**

DATE: July 09, 2024

The Department of Education (DepEd) continues to strengthen the culture of research and evidence-based decision-making in basic education. It issued DepEd Order 16, s. 2017, otherwise known as the Research Management Guidelines (RMG), and its amendment, DepEd Order No. 26, s. 2021, to establish a comprehensive framework for managing research, including the Basic Education Research Fund (BERF), and continues to encourage teachers and personnel to conduct research for policy and program development.

The Department recognizes the pivotal role of action research in improving teaching and learning processes for quality education. Corollary to this, DepEd Order No. 47, s. 2017 also known as the Philippine Professional Standards for Teachers (PPST), particularly Domain 1, Strand 2, highlights the importance of research-based teaching and learning.

Consistent with these policies, the Department, in collaboration with the concluded Basic Education Sector Transformation (BEST) Program, developed a package for the discussion of action research particularly during LAC sessions. To maximize its use and incorporate updates on education research practice, the Planning Service, Policy Research and Development Division (PS-PRDD) has updated the toolkit for use in general learning sessions/activities.

With this, this office hereby disseminates the Action Research Toolkit for research-related and other learning and development activities to aid teachers and researchers with basic concepts in conducting action research, provide a venue for sharing of action research practices, and utilize learning to improve teaching and learning processes.

The toolkit contains the following 23 modules, with a set of facilitator's and teacher's guides in each:

Number	Title
1.0	Action Research Defined
2.1	Implementation of Action Research
2.2	Generating Topics for Action Research
2.3	Formulating Research Questions
3.1	Experimental Design
3.2	Qualitative Design
3.3	Causal Comparative Design
3.4	Correlational Design
3.5	Survey Research
4.1	Sampling
4.2	Paper and Pencil Instrument
4.3	Data Collection through Interview
4.4	Observation Data Collection
4.5	Document Analysis
5.1	Preparing Data for Analysis
5.2	Quantitative Analysis Part I: Descriptive Statistics
5.3	Quantitative Analysis Part II: Inferential Statistics
5.4	Qualitative Analysis
6.1	Preparing the Action Research Proposal
6.1.1	Worksheet for Action Research Report
6.2	Writing the Action Research Report
6.2.1	Worksheet for Action Research Report
6.3	Tips in Writing an Action Research Report

The Facilitator's Guide contains a script, a list of recommended activities, and discussions of key concepts in conducting action research for facilitators, which can be delivered during learning sessions. Meanwhile, the Teacher or Researcher's Guide contains samples and exercises which teachers and/or researchers can perform to reinforce their understanding of research concepts. These modules can be used through self-paced or self-directed learning as well as reference materials during the conduct of Learning Action Cell (LAC) and other learning sessions. Further, the conduct of learning sessions/activities shall be based on the Learning and Development (L&D) needs of the teachers.

The modules can be accessed through this link: <https://bit.ly/ActionResearchToolkit> and also available at the DepEd's official research portal, E-Saliksik, through this link: <https://e-saliksik.deped.gov.ph>.

Per DepEd Order 16 s. 2017, research managers across governance levels and researchers are highly encouraged to use these modules in providing technical assistance and capacity building to researchers and teachers in developing and conducting action research.

For queries, clarifications and other concerns, kindly contact PS-PRDD through email address: ps.prd@deped.gov.ph and/or telephone number (02) 8633-7257.