1 5 JUL 2025

DIVISION MEMORANDUM
No. _3 1 5_, s. 2025

GUIDELINES AND FORMAT FOR RESEARCH AND INNOVATION

To: OIC Office of the Assistant Schools Division Superintendent
        OIC Office of the Chief Education Supervisor
             School Governance and Operations Division
        OIC Chief Education Supervisor
             Curriculum Implementation Division
        Public Schools District Supervisors
        Elementary, Secondary, and Integrated School Head
        All Others Concerned

1. In consonance with DepEd Order No. 16, s. 2017 titled Research Management Guidelines and Regional Memo No. 78. s. 2024, titled Research and Innovation Guidelines, established a structural framework across all levels to promote evidence-based decision-making and strengthen the research culture in basic education. The teaching and non-teaching personnel who are interested in conducting research and innovation for personal growth will follow its processes and provisions.

2. In this regard, research helps teachers understand diverse learning styles, developmental stages, and the specific needs of their students. This knowledge enables them to tailor their instruction to support all learners effectively. On the other hand, innovation will enhance learning effectiveness, foster student development, and adapt to the evolving needs of education and the world. This involves exploring new teaching methods, technologies, and approaches that lead to improved student outcomes, increased engagement, and the development of critical 21st-century skills.

3. For those who will undertake research and innovation this school year, 2025-2026, you may conduct a study, *preferably on literacy and numeracy*, to identify and address learning gaps, improve pedagogical approaches, and ultimately enhance student performance and lifelong learning. This is crucial since the performance in these assessments has been a cause for concern, with Filipino 15-year-old students ranking significantly below the global average in Reading, Mathematics, and Science, and also performing poorly in creative thinking.

4. Enclosures to this memorandum are as follows:
         a. Expanded Guidelines for Research
         b. Research Format (Research and Innovation)
         c. Approval Sheet
         d. Appraisal Forms
         e. Monitoring Tool
         f. QCC for completed research

5. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None
To be indicated in the Perpetual Index
Under the following subjects:

RESEARCH   INNOVATION   GUIDELINES   FORMAT

THE EXPANDED GUIDELINES FOR WRITING THE ACTION RESEARCH PROPOSAL
(Based on R. 78,s.2024)

Parts of Research	A Guide in Writing the Action Research Proposal
I. Rationale of the Action Research	Discuss the problem comprehensively and present the specific problem that the study aims to solve. Please state the problem when it is happening and where it is observed/observable
	Identify the correct thematic area of the Basic Agenda (BERA) such as teaching and learning; Curriculum and learning delivery; assessment; Child Protection; DRRM; GAD; Human Resource Development; and Governance that will be addressed by the study, and anchor your study on the vision, mission and goals of DepED..
	Enumerate the signs and symptoms of the problem you will solve.
	Identified the persons/groups affected by the problem.
	Explain the degree and intensity of the problem affecting the people involved.
	Explain why the classroom/school situation is considered worthy of investigation and intervention.,
	Explain how solving the problem will relate to the achievement of DepEd's Intermediate Outcomes (Access, Equity, Quality, Resilience and well-being, and Enabling Mechanisms: Governance).
	Explain why the research problem is considered current. **Note:** *Possible Bases for Timeline to be Included as a Priority Topic in the National*
	Curriculum Research Agenda: related to 21st Century Learning; related to Learning Delivery during the pandemic /the new normal; and related to DepEd Advocacies in the last 5 years
II. Action Research Question(s)	**Provide the general statement of the research problem** Note: The general statement of the problem should be clear, concise, and reflective of the researcher's specific context. As such, it is important to include the following elements: • Primary Purpose • Research Setting • Learning Area/Research Focus • Participants • Proposed IIS
	Include the Quintessential Action Research Question **Ask** the question: *"How can the [intervention] be used in [desired effect] [target performance/behavior/outcome] of [participants]?"*
	Ensure that the Research Questions Correspond with the Research Title *Questions must be directly answerable using information that the researcher will collect.*
	The IIS and all target performances/behaviors/outputs mentioned in the title **must be reflected** in the specific research questions.
	Questions About the Target Behavior/Performance/Outcome Before, During, and After the Intervention
	Question/s about the Researcher's and Participants' Experiences Throughout the Intervention
	Question About the Post-Study Plans
III. Intervention, Innovation, Strategy	**Discuss the Proposed Intervention/Innovation/ Strategy (IIS) Comprehensively**
	Present the important and distinctive features of the IIS.
	Enumerate the component activities of the IIS Iin the Component Activity Matrix
	Identify the people that will be involved in the IIS.
	Explain why the IIS will be implemented based on personal motivations and experiences

	State the scope (*i.e., specific performances/behaviors/ outcomes that the IIS aims to change*) and the limitations of *performances/behaviors/outcomes that although closely related to the study, will no longer be addressed by the IIS*) of the study.
	Explain how the IIS will solve the problem.
	Present the important and distinctive features of the IIS.
	Provide Important Details for Each Component Activity
	State the roles/responsibilities of the people in each component activity of the IIS.
	Present the schedule of the conduct of the component activities of the IIS.
	Identify the locations/venues/settings of each component activity of the IIS.
	Provide Scientific/Scholarly Bases for the Plausibility of the IIS
	Explain how the IIS is informed by theories/concepts, related research, and/or collaboration with other researcher-practitioners in the discipline
IV. Action Research Method	
a. **Participants/Sources of Data and Information**	**Identify the Participants/Other Sources of Data** *Note: Owing to the participatory nature of action research as a method, the researcher is always a participant.* • Enumerate the participants and/or other sources of data.
	• *The researcher must explain comprehensively why the participants needed the IIS.*
	Characterize the Participants/Other Sources of Data *Note: It is important that the participants are comprehensively described. The following details should be included in the description of the participants.* • Number of Participants • Grade Level/Curriculum/Strand (*If Participants are Learners*) or Specialization/Discipline (*If Teaching or Non-teaching Participants*) • Sex Distribution (*i.e., Male and Female,*) • Other socio-demographic characteristics (*e.g., Average Age or Age Range, Socio-Economic Status, Community Profile*) Community Profile - Coastal, Uphill, Urban, Farming, Indigenous, etc.; If there are non-human sources of supplementary data, they must be properly described. • Details About the Researcher (*Years in Service, Relevant Experience in the Subject Area/Topic, Membership in Local Community [If a Resident or Not]*)
b. **Data Gathering Methods**	**Present a Detailed Data Gathering Plan** Note: In action research, it is considered inadequate to collect only quantitative data through quasi-experiments, experiments, and/or surveys. The researcher must collect qualitative data to satisfy the methodological standards of action research.
	All research questions have a corresponding data collection method and there is a **qualitative data collection technique**.
	Present and label the clusters of data collection steps according to the order of research questions.
	Specify the collection method for each identified data set and identify the schedule/venue for each step of the data collection phase.
	Justified the use of each method of data collection.
c. **Ethical Issues**	Identification of ethical concerns that could possibly emanate from the conduct of the research and an elaborate discussion on how to prevent thee from taking place. It can include but not limited to the following: right to conduct the study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for

	the use of materials with copyright (e.g. secondary data sets, data collection tools).
d. Data Analysis Plan	**Present a Detailed Data Analysis Plan**
	All identified data sets should have a corresponding method of analysis, and their expected results can answer the research questions completely.
	Present the Data Analysis Steps Coherently
	• Present and label the clusters of data analysis steps according to the order of research questions
	• Describe the techniques/methods of analysis for each identified data set.
	• Assign (*if applicable*) a tool/software to each method of analysis.
	• Justified the use of each method of data analysis.
VI. Action Research Work Plan and Timeline	**Present a Substantial and Organized Work Plan**
	• Include an introductory paragraph and the table is presented in APA format.
	• Enumerate all the activities from preparation to dissemination.
	• State the corresponding activity durations and schedules.
	• Provide other relevant details (*i.e., Responsible Persons, Success Indicators/Outputs, etc.*).
	Cluster the Activities Accordingly
	• (*i.e., Preparation, Implementation, & Dissemination Phases*)
VII. Cost Estimates Note: **This part is OPTIONAL if your research is NOT for BERF funding, please omit it.**	**Present a Substantial and Organized Expense Matrix**
	Include an introductory paragraph and the table is presented in APA format.
	Enumerate the items/materials needed.
	Identify the unit of each item/material and indicate the quantity needed for each.
	Calculate and reflect the total cost.
	Ensure that all expenditures are eligible according to the RMG and relevant COA guidelines.
VII. Dissemination and Utilization	It indicates how the result of the research will be cascaded to the intended user of the research findings. (e.g. presentations in conferences)
VIII. References	Provides in-text citations and reference list consistently and accurately
IX. Appendices	It consists of letters, pictures, Pre-test and post-test results, TOS, Item analysis, pretest-posttest testing Materials with key to correction, Activity sheets, and Pictures as documentation
Curriculum Vitae	a brief account of the researcher's education, qualification, and previous experience (with 2x2 picture)

THE EXPANDED GUIDELINES FOR WRITING A COMPLETED RESEARCH PAPER
(Based on R. 78,s.2024)

Parts of Research	Guide on what to write in a Completed Action Research Paper
Abstract	
Acknowledgement	
Research Bulletin	
III. Rationale of the Action Research	Discuss the problem comprehensively and present the specific problem that the study aims to solve. State the problem when it is happening and where it is observed/observable
	Identify the correct thematic area of the Basic Agenda (BERA), such as teaching and learning, Curriculum and learning delivery, assessment, Child Protection, DRRM, GAD; Human Resource Development, and Governance that will be addressed by the study, and anchor your study on the MATATAG Agenda.
	Enumerate the signs and symptoms of the problem you will solve.
	Identified the persons/groups affected by the problem.
	Explain the degree and intensity of the problem affecting the people involved.
	Explain why the classroom/school situation is considered worthy of investigation and intervention.,
	Explain how solving the problem will relate to the achievement of DepEd's Intermediate Outcomes (Access, Equity, Quality, Resilience and well-being, and Enabling Mechanisms: Governance).
	Explain why the research problem is considered current. **Note**: *Possible Bases for Timeline to be Included as a Priority Topic in the National*
	Curriculum Research Agenda: related to 21st Century Learning; related to Learning Delivery during the pandemic /the new normal; and related to DepEd Advocacies in the last 5 years
IV. Action Research Question(s)	**Provide the general statement of the research problem** Note: The general statement of the problem should be clear, concise, and reflective of the researcher's specific context. As such, it is important to include the following elements: • Primary Purpose • Research Setting • Learning Area/Research Focus • Participants • Proposed IIS
	Include the Quintessential Action Research Question **Ask** the question: *"How can the [intervention] be used in [desired effect] [target performance/behavior/outcome] of [participants]?"*
	Ensure that the Research Questions Correspond with the Research Title *Questions must be directly answerable using information that the researcher will collect.*
	The IIS and all target performances/behaviors/outputs mentioned in the title **must be reflected** in the specific research questions.
	Questions About the Target Behavior/Performance/Outcome Before, During, and After the Intervention
	Question/s about the Researcher's and Participants' Experiences Throughout the Intervention
	Question About the Post-Study Plans
III. Intervention, Innovation, Strategy	**Discuss the Proposed Intervention/Innovation/ Strategy (IIS) Comprehensively**
	Present the important and distinctive features of the IIS.
	Enumerate the component activities of the IIS.
	Identify the people that will be involved in the IIS.
	Explain why the IIS will be implemented based on personal motivations and experiences

	State the scope (*i.e., specific performances/behaviors/ outcomes that the IIS aims to change*) and the limitations of *performances/behaviors/outcomes that although closely related to the study, will no longer be addressed by the IIS*) of the study.
	Explain how the IIS will solve the problem.
	Present the important and distinctive features of the IIS.
	Provide Important Details for Each Component Activity
	State the roles/responsibilities of the people in each component activity of the IIS.
	Present the schedule of the conduct of the component activities of the IIS.
	Identify the locations/venues/settings of each component activity of the IIS.
	Provide Scientific/Scholarly Bases for the Plausibility of the IIS
	Explain how the IIS is informed by theories/concepts, related research, and/or collaboration with other researcher-practitioners in the discipline.
IV. Action Research Method	
a. **Participants/Sources of Data and Information**	**Identify the Participants/Other Sources of Data** • Enumerate the participants and/or other sources of data.
	• *The researcher must explain comprehensively why the participants needed the IIS.*
	Characterize the Participants/Other Sources of Data *Note: It is important that the participants are comprehensively described. The following details should be included in the description of the participants.* • Number of Participants • Grade Level/Curriculum/Strand (*If Participants are Learners*) or Specialization/Discipline (*If Teaching or Non-teaching Participants*) • Sex Distribution (*i.e., Male and Female,*) • Other socio-demographic characteristics (*e.g., Average Age or Age Range, Socio-Economic Status, Community Profile*) *Community Profile - Coastal, Uphill, Urban, Farming, Indigenous, etc.; If there are non-human sources of supplementary data, they must be properly described.* • Details About the Researcher (*Years in Service, Relevant Experience in the Subject Area/Topic, Membership in Local Community [If a Resident or Not]*)
b. **Data Gathering Methods**	**Present a Detailed Data Gathering Plan** Note: In action research, it is considered inadequate to collect only quantitative data through quasi-experiments, experiments, and/or surveys. The researcher must collect qualitative data to satisfy the methodological standards of action research.
	All research questions have a corresponding data collection method and there is a **qualitative data collection technique**.
	Present and label the clusters of data collection steps according to the order of research questions.
	Specify the collection method for each identified data set and identify the schedule/venue for each step of the data collection phase.
	Justified the use of each method of data collection.
c. **Ethical Issues**	Identification of ethical concerns that could possibly emanate from the conduct of the research and an elaborate discussion on how to prevent thee from taking place. It can include but not limited to the following: right to conduct the study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for the use of materials with copyright (e.g. secondary data sets, data collection tools).
d. **Data Analysis**	**Present a Detailed Data Analysis**

	All identified data sets should have a corresponding method of analysis, and their expected results can answer the research questions completely.
	Present the Data Analysis Steps Coherently
	• Present and label the clusters of data analysis steps according to the order of research questions
	• Describe the techniques/methods of analysis for each identified data set.
	• Assign (*if applicable*) a tool/software to each method of analysis.
	• Justified the use of each method of data analysis.
VI. Action Research Work Plan and Timeline	**Present a Substantial and Organized Work Plan**
	• Include an introductory paragraph and the table is presented in APA format.
	• Enumerate all the activities from preparation to dissemination.
	• State the corresponding activity durations and schedules.
	• Provide other relevant details (*i.e., Responsible Persons, Success Indicators/Outputs, etc.*).
	Cluster the Activities Accordingly
	• (*i.e., Preparation, Implementation, & Dissemination Phases*)
VII. Cost Estimates Note: This part is OPTIONAL if your research is NOT for BERF funding, please omit it.	**Present a Substantial and Organized Expense Matrix**
	Include an introductory paragraph and the table is presented in APA format.
	Enumerate the items/materials needed.
	Identify the unit of each item/material and indicate the quantity needed for each.
	Calculate and reflect the total cost.
	Ensure that all expenditures were eligible according to the RMG and relevant COA guidelines.
VII. Discussions of Results and Reflection	
Findings/Discussions	Is the principal outcomes of the research project conducted; what the project suggests, reveals, or indicates. It is the totality of outcomes
Summary	Presents the key information about the most important outcomes of the study, including the best effect and the certainty of the evidence for each outcome
Conclusions	Summary of points or re-statement of the research problem and a synthesis of key points
Recommendations	Are based on the results of the research conducted. Must indicate measures or directions that can be taken
Reflection	Allows for identified and appreciated positive experiences and better ways that can improve practice and delivery. Ensured that all expenditures were eligible according to the RMG and relevant COA guidelines.
VIII. Dissemination and Utilization	It indicates how the result of the research will be cascaded to the intended user of the research findings. (e.g. presentations in conferences)
IX. References	Provides in text of work and reference list consistently and accurately
X. Appendices	It consists of: letters, pictures, Pre-test and Post test results, TOS, Item analysis, Pretest Post test testing Materials with key to correction, Activity sheets, Pictures as documentation
Curriculum Vitae	brief account of the researchers education, qualification, and previous experience (with 2x2 picture)

Format for Writing a Research Paper

1. Use a white short folder. (No border and design)
2. Fastened paper on the above portion
3. Use short bond paper
   Font style – Arial
   Font size - 11
   Context justified
   Margin – right 1.5, left – 1
   No page number
4. All subtitles (e.g, Context and Rationale, Research Questions, etc.) should be in the center while Sub-subtitle such as (Participants, Data Gathering Method, Findings, etc.) should be on the right side of the paper.
5. There must be 5 research questions. First, is the proficiency level (before and after intervention). Second, it is a quintessential question on how the intervention will improve the problem. Third, the study examines the experiences of participants and the researcher before and after the intervention. Fifth, it outlines the actions to be taken after the study's implementation.
6. In the Proposed Innovation, Intervention, and Strategies, first write it in a narrative form. Below is Table 1, the Component Activity Matrix.

Table 1
Component Activity Matrix

Strategies	Description of Strategies	Resources Needed	Timeline/Place Schedule	Persons Responsible

Note: All **TABLES** must be in **APA Format, 7th edition**. No vertical lines, minimal horizontal lines, clear column and row headings. The table is bolded and placed above the table.

4. In the Participants and other sources of data. Describe how many males and females, and the total participants of the study. What are the age bracket, section, school, socio-economic status, and geographical location of the participants? Describe also the educational attainment of the researcher, length of service, and subject/grade she/he is currently teaching.
5. Below is Table 2. Use the APA format. Do not put the names of participants, only pseudonyms.

Table 2
Participants of the Study

Pseudonym	Sex	Age	Economic Status	Geographical Location

*Pseudonym – fictitious name to protect the confidentiality and anonymity of participants.

6. Data Collection Method
   Describe the method of collection you're going to use. Then below the narrative is Table 3.

Tabl3 3
Research Questions and Corresponding Data
And Data Gathering Method

Research Questions	Data Source	Data Gathering Method

* Use the APA Format

10. Data Analysis Plan
   Describe the analysis plan to be employed in your study in narrative form. Below is Table 4.

Table 4
Research Questions, Data Source, Data Gathering Method
and Data Analysis Plan

Research Questions	Data Source	Data Gathering Method	Data Analysis Plan

*Use the APA Format

7. Ethical Issues
8. Plan for Dissemination and Utilization

_____**Additio**

nal Parts For Completed Action Research

9. Discussion of Results and Reflection – (centered)
10. Findings/Discussions – left side
11. Summary
12. Conclusions
13. Recommendations
14. Reflection
15. Action Plan
16. References in APA format
17. Appendices- Letters, pictures, checklist, FGD, and in-depth interview questionnaire, etc.
18. Means of Verification (MOVs)
19. Approved Action Research Proposal (the whole proposal)

When submitting the completed action research, attach the following:

* On the left side of the folder, attach the Appraisal Form, appraised and signed by the District Research Coordinator, and the Monitoring Form, monitored and signed by the District Monitoring Committee headed by the PSDS. (Reference: SDM 211,s. 2024 Monitoring Activities on the Implementation of Action Research and Innovation Projects in Schools.

ACTION RESEARCH PROPOSAL FORMAT

Context & Rationale
> includes the description and context of the study and the reason for conducting it.

Proposed Innovation, Intervention, and Strategy
> what innovation, intervention, and strategies you will employ. Discuss in detail.

Action Research Questions

> identifies the problem that the research will address in terms of investigating or testing an idea; trying out a solution to a problem, creating a new procedure or a system; explaining a phenomenon, or a combination of these.

Action Research Method

Participants/Sources of Data and Information
> details should be provided about who will participate in the research, the number of people, and the characteristics of those who will participate in the research; and how the sample will be selected and recruited.

Data Gathering Method
> are the various instruments for procedures and data collection. It should be outlined and extensively discussed.

Ethical Issues
> is the identification of ethical concerns that could possibly emanate from the conduct of the research and an elaborate discussion on how to prevent them from taking place. It can include, but is not limited to, the following: right to conduct the study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for the use of materials with copyright (e.g. secondary data sets, data collection tools).

Data Analysis Plan

> indicate how the data be analyzed and reported; it should specify the qualitative and/or quantitative method that will b used in analyzing the datagathered for the research.

Action Research Work Plan and Timeline

> it contains the research timelines- when will the project begins and how long will it take for it to be completed; include the estimates for each step in the research process. (e.g. 5 days or 3 weeks

Cost Estimates
> includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee.

Plans for Dissemination and Utilization
> indicate how the result of the research will be cascaded to the intended user of the research findings. (e.g. presentations in conferences)

References
> using APA referencing, provide in text of work and reference list consistently and accurately.

COMPLETED ACTION RESEARCH FORMAT

Acknowledgement

Abstract

Context & Rationale

> includes the description and context of the study and the reason for conducting it.

Innovation, Intervention, and Strategy
> what innovation, intervention, and strategies you will employ. Discuss in detail.

Action Research Questions
> identifies the problem that the research will address in terms of investigating or testing an idea; trying out a solution to s problem; creating a new procedure or a system; explaining a phenomenon; or a combination of these.

IV. Action Research Method

Participants/Sources of Data and Information
> details should be provided about who will participate in the research, the number of people and the characteristics of those who will participate in the research, and how the sample will be selected and recruited.

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> are the various instruments for procedures and data collection. It should be outlined and extensively discussed.

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- **Data Analysis**

V. Discussions of Results

> In this section you will discuss your findings about your survey, FGD ad in-depth interview. (with tables)

Findings
> is the principal outcomes of the research project conducted; what the project suggested , revealed or indicated. It is the totality of outcomes.

Summary

Conclusion

Recommendations
> are based on the results of the research conducted. Must indicate measures or directions that can be taken.

Reflection

Action Plan

References
> using APA referencing, provide in-text citations and reference list consistently and accurately

Appendices
> letters, pictures, statistical computation results (SPSS)

Curriculum Vitae
> brief account of the proponent's education, qualification, and previous experience (with 2x2 picture)

Note: For Basic Research format, please refer to the Division Website

Approval Sheet (Action/Basic Research)

State whether Proposal/Completed
Title of Research/Innovation

Prepared by:
Signature Over Name
Position
School and District

Noted:

Principal (if the researcher is a teacher)
PSDS (if the researcher is a school head/non-teaching)

Recommending Approval:

MARGGIE A. OBLIGACION
Senior Education Program Specialist (Research)

EPS (depending on the study)

LUZ U. BANSON
OIC, Assistant Schools Division Superintendent
Chairman: SDRC

ROEL F. BERMEJO
Schools Division Superintendent

APPRAISAL FORM FOR ACTION RESEARCH PROPOSAL
(Adapted from the Expanded Guidelines in Crafting Action Research)

Name of Proponent: _____   Position:_____
School:_____   District:_____

Instruction: Please select among the following indicators the characteristics that best describe the proposal.

Criteria	Level of Quality & their Description	Evident	Not Evident
5. Rationale of the Action Research	Discuss the problem comprehensively and present the specific problem that the study aims to solve. State the problem when it is happening and where it is observed/observable		
	Identify the correct thematic area of the Basic Agenda (BERA) such as teaching and learning; Curriculum and learning delivery; assessment; Child Protection; DRRM; GAD; Human Resource Development; and Governance that will be addressed by the study, and anchor your study on the MATATAG Agenda.		
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	Identified the persons/groups affected by the problem.		
	Explain the degree and intensity of the problem affecting the people involved.		
	Explain why the classroom/school situation is considered worthy of investigation and intervention.,		
	Explain how solving the problem will relate to the achievement of DepEd's Intermediate Outcomes (Access, Equity, Quality, Resilience and well-being, and Enabling Mechanisms: Governance).		
	Explain why the research problem is considered current. *Note: Possible Bases for Timeline to be Included as a Priority Topic in the National*		
	Curriculum Research Agenda: related to 21st Century Learning; related to Learning Delivery during the pandemic /the new normal; and related to DepEd Advocacies in the last 5 years		
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		Explain how the IIS will solve the problem.		
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		All research questions have a corresponding data collection method and there is a **qualitative data collection technique**.		
		Present and label the clusters of data collection steps according to the order of research questions.		
		Specify the collection method for each identified data set and identify the schedule/venue for each step of the data collection phase.		
		Justified the use of each method of data collection.		
c. Ethical Issues		Identification of ethical concerns that could possibly emanate from the conduct of the research and an elaborate discussion on how to prevent thee from taking place. It can include but not limited to the following: right to conduct the study or		

	investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for the use of materials with copyright (e.g. secondary data sets, data collection tools).		
e. Data Analysis Plan	**Present a Detailed Data Analysis Plan**		
	All identified data sets should have a corresponding method of analysis, and their expected results can answer the research questions completely.		
	Present the Data Analysis Steps Coherently		
	• Present and label the clusters of data analysis steps according to the order of research questions		
	• Describe the techniques/methods of analysis for each identified data set.		
	• Assign (*if applicable*) a tool/software to each method of analysis.		
	• Justified the use of each method of data analysis.		
VI. Action Research Work Plan and Timeline	**Present a Substantial and Organized Work Plan**		
	• Include an introductory paragraph and the table is presented in APA format.		
	• Enumerate all the activities from preparation to dissemination.		
	• State the corresponding activity durations and schedules.		
	• Provide other relevant details (*i.e., Responsible Persons, Success Indicators/Outputs, etc.*).		
	Cluster the Activities Accordingly		
	• (*i.e., Preparation, Implementation, & Dissemination Phases*)		
VII. Cost Estimates Note: This part is OPTIONAL if your research is NOT for BERF funding, please omit it.	**Present a Substantial and Organized Expense Matrix**		
	Include an introductory paragraph and the table is presented in APA format.		
	Enumerate the items/materials needed.		
	Identify the unit of each item/material and indicate the quantity needed for each.		
	Calculate and reflect the total cost.		
	Ensure that all expenditures are eligible according to the RMG and relevant COA guidelines.		
VII. Dissemination and Utilization	It indicates how the result of the research will be cascaded to the intended user of the research findings. (e.g. presentations in conferences)		
VIII. References	Provides in-text of work and reference list consistently and accurately		
IX. Appendices	It consists of letters, pictures, Pre-test and post-test results, TOS, Item analysis, Pretest Post test testing Materials with key to correction, Activity sheets, Pictures as documentation		
Curriculum Vitae	a brief account of the researcher's education, qualification, and previous experience (with 2x2 picture)		

Checked by the District Research Coordinator
Date;

APPRAISAL FORM FOR COMPLETED ACTION RESEARCH
(Adapted from the Expanded Guidelines in Crafting Action Research)

Name of Proponent: _____   Position:_____

School:_____   District:_____

Instruction: Please select among the following indicators the characteristics that best describes the proposal

Criteria	Level of Quality & their Description	Evident	Not Evident
Abstract			
Acknowledgement			
Policy Note			
7. Rationale of the Action Research	Discuss the problem comprehensively and present the specific problem that the study aims to solve. State the problem when it is happening and where it is observed/observable		
	Identify the correct thematic area of the Basic Agenda (BERA) such as teaching and learning; Curriculum and learning delivery; assessment; Child Protection; DRRM; GAD; Human Resource Development; and Governance that will be addressed by the study, and anchor your study on the MATATAG Agenda.		
	Enumerate the signs and symptoms of the problem you will solve.		
	Identified the persons/groups affected by the problem.		
	Explain the degree and intensity of the problem affecting the people involved.		
	Explain why the classroom/school situation is considered worthy of investigation and intervention.,		
	Explain how solving the problem will relate to the achievement of DepEd's Intermediate Outcomes (Access, Equity, Quality, Resilience and well-being, and Enabling Mechanisms: Governance).		
	Explain why the research problem is considered current. **Note**: *Possible Bases for Timeline to be Included as a Priority Topic in the National*		
	Curriculum Research Agenda: related to 21st Century Learning; related to Learning Delivery during the pandemic /the new normal; and related to DepEd Advocacies in the last 5 years		
8. Action Research Question(s)	**Provide the general statement of the research problem** Note: The general statement of the problem should be clear, concise, and reflective of the researcher's specific context. As such, it is important to include the following elements: • Primary Purpose • Research Setting • Learning Area/Research Focus • Participants • Proposed IIS		
	Include the Quintessential Action Research Question **Ask** the question: *"How can the [intervention] be used in [desired effect] [target performance/behavior/outcome] of [participants]?"*		
	Ensure that the Research Questions Correspond with the Research Title *Questions must be directly answerable using information that the researcher will collect.*		
	The IIS and all target performances/behaviors/outputs mentioned in the title **must be reflected** in the specific research questions.		
	Questions About the Target Behavior/Performance/Outcome Before, During, and After the Intervention		
	Question/s about the Researcher's and Participants' Experiences Throughout the Intervention		
	Question About the Post-Study Plans		
III. Intervention, Innovation, Strategy	**Discuss the Proposed Intervention/Innovation/ Strategy (IIS) Comprehensively**		
	Present the important and distinctive features of the IIS.		

	Enumerate the component activities of the IIS.			
	Identify the people that will be involved in the IIS.			
	Explain why the IIS will be implemented based on personal motivations and experiences			
	State the scope (*i.e., specific performances/behaviors/ outcomes that the IIS aims to change*) and the limitations of *performances/behaviors/outcomes that although closely related to the study, will no longer be addressed by the IIS*) of the study.			
	Explain how the IIS will solve the problem.			
	Present the important and distinctive features of the IIS.			
	Provide Important Details for Each Component Activity			
	State the roles/responsibilities of the people in each component activity of the IIS.			
	Present the schedule of the conduct of the component activities of the IIS.			
	Identify the locations/venues/settings of each component activity of the IIS.			
	Provide Scientific/Scholarly Bases for the Plausibility of the IIS			
	Explain how the IIS is informed by theories/concepts, related research, and/or collaboration with other researcher-practitioners in the discipline.			
IV. Action Research Method				
a. Participants/ Sources of Data and Information	**Identify the Participants/Other Sources of Data** • Enumerate the participants and/or other sources of data.			
	• *The researcher must explain comprehensively why the participants needed the IIS.*			
	Characterize the Participants/Other Sources of Data *Note: It is important that the participants are comprehensively described. The following details should be included in the description of the participants.* • Number of Participants • Grade Level/Curriculum/Strand (*If Participants are Learners*) or Specialization/Discipline (*If Teaching or Non-teaching Participants*) • Sex Distribution (*i.e., Male and Female,*) • Other socio-demographic characteristics (*e.g., Average Age or Age Range, Socio-Economic Status, Community Profile) Community Profile - Coastal, Uphill, Urban, Farming, Indigenous, etc.; If there are non-human sources of supplementary data, they must be properly described.* • Details About the Researcher (*Years in Service, Relevant Experience in the Subject Area/Topic, Membership in Local Community [If a Resident or Not]*)			
b. Data Gathering Methods	**Present a Detailed Data Gathering Plan** Note: In action research, it is considered inadequate to collect only quantitative data through quasi-experiments, experiments, and/or surveys. The researcher must collect qualitative data to satisfy the methodological standards of action research.			
	All research questions have a corresponding data collection method and there is a **qualitative data collection technique**.			
	Present and label the clusters of data collection steps according to the order of research questions.			
	Specify the collection method for each identified data set and identify the schedule/venue for each step of the data collection phase.			
	Justified the use of each method of data collection.			
c. Ethical Issues	Identification of ethical concerns that could possibly emanate from the conduct of the research and an elaborate discussion on how to prevent thee from taking place. It can include but not limited to the following: right to conduct the study or investigation to answer a question; securing free prior and informed consent from			

	respondents; issues of confidentiality and anonymity; written approval for the use of materials with copyright (e.g. secondary data sets, data collection tools).		
d. Data Analysis	**Present a Detailed Data Analysis**		
	All identified data sets should have a corresponding method of analysis, and their expected results can answer the research questions completely.		
	Present the Data Analysis Steps Coherently		
	• Present and label the clusters of data analysis steps according to the order of research questions		
	• Describe the techniques/methods of analysis for each identified data set.		
	• Assign (*if applicable*) a tool/software to each method of analysis.		
	• Justified the use of each method of data analysis.		
VI. Action Research Work Plan and Timeline	**Present a Substantial and Organized Work Plan**		
	• Include an introductory paragraph and the table is presented in APA format.		
	• Enumerate all the activities from preparation to dissemination.		
	• State the corresponding activity durations and schedules.		
	• Provide other relevant details (*i.e., Responsible Persons, Success Indicators/Outputs, etc.*).		
	Cluster the Activities Accordingly		
	• (*i.e., Preparation, Implementation, & Dissemination Phases*)		
VII. Cost Estimates Note: This part is OPTIONAL if your research is NOT for BERF funding, please omit it.	**Present a Substantial and Organized Expense Matrix**		
	Include an introductory paragraph and the table is presented in APA format.		
	Enumerate the items/materials needed.		
	Identify the unit of each item/material and indicate the quantity needed for each.		
	Calculate and reflect the total cost.		
	Ensure that all expenditures were eligible according to the RMG and relevant COA guidelines.		
VII. Discussions of Results and Reflection			
Findings/Discussions	**Is** the principal outcomes of the research project conducted; what the project suggests, revealed, or indicated. It is the totality of outcomes		
Summary	Presents the key information about the most important outcomes of the study, including the best effect and the certainty of the evidence for each outcome		
Conclusions	Summary of points or re-statement of the research problem and a synthesis of key points		
Recommendations	Are based on the results of the research conducted. Must indicate measures or directions that can be taken		
Reflection	Allows to identify and appreciate positive experiences and better ways that can improve practice and delivery. Ensured that all expenditures were eligible according to the RMG and relevant COA guidelines.		
VIII. Dissemination and Utilization	It indicates how the result of the research will be cascaded to the intended user of the research findings. (e.g. presentations in conferences)		
IX. References	Provides in text of work and reference list consistently and accurately		
X. Appendices	It consists of: letters, pictures, Pre-test and Post test results, TOS, Item analysis, Pretest Post test testing Materials with key to correction, Activity sheets, Pictures as documentation		
Curriculum Vitae	brief account of the researchers education, qualification, and previous experience (with 2x2 picture)		

Recommending Approval: **Appraised/Evaluated:**

MARGGIE A. OBLIGACION, PhD   **District Research Coordinator**
Senior Education Program Specialist
Planning & Research

MONITORING TOOL ON THE
IMPLEMENTATION OF ACTION/BASIC RESEARCH
(Based on D.O 16, s. 2017)

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 The researcher...	Evident	Not Evident	Remarks/MOVs	Action Taken. /TA Provided
1. enables to address problems and improve classroom instruction/school management, leading to a bigger impact on learners' overall development.				
4 82. enhances learners' skills/competence and has 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.				
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 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 The action research study...	Obtained	Not-obtained	Remarks/MOVs	Action Taken/TA Provided
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:

MONITORING TOOL FOR THE IMPLEMENTATION OF INNOVATION PROJECT
(Based on RM 78, s. 2024)

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 The innovation project:	Evident	Not Evident	Remarks/MOVs	Action Taken./TA Provided
1. is currently used in the classroom/office and is functional, user-friendly, and easy to manage.				
2. apply something new, useful, and better ideas and convert it into new methods, products/services.				
3. is currently used in the classroom/office and is				
4. provide 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.				
6. improve academic performance, and enhance learning environment /improve physical facilities.				
7. product of contextualization and indigenization.				
8. relevant or contributory to the attainment of the Department's Vision, Mission, and Goals/Regional Mantra				

9. provide valuable impact to learners, personnel, stakeholders, and the educational system.				
10. address gaps on access, quality, and governance of basic education				
11. materials used are safe, durable, replicable, and competitive				
12. address 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.				

Part II. Other findings

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

Monitored/ Evaluated by:

_____

2025 INNOVATION FORMAT

Innovation Proposal		Innovation Final Paper
I	Overview	I. Overview
II	Innovation Description	II. Innovation Description
III	Goal Statement	III. Goal Statement
IV.	Implementation Procedure	IV. Implementation Procedure
V	Expected Output/Outcomes	V. Output/Outcomes
VI.	Sustainability Plan	VI. Reflection
		VII. Sustainability Plan

Template for Final Outputs/Outcomes

Outputs/Outcomes	Beneficiary/ies	Output Indicators (can be quantitative, qualitative, or both)
Output 1	Beneficiary 1 Beneficiary 2	Change 1
Output 2	Beneficiary 3	Change 2

Signed |

_____
Proponent

Noted:

_____
Immediate Supervisor

Reviewed by:

_____
SDO Innovation Focal Person

Recommending Approval:

_____
Schools Division Innovation Committee (SDIC) Chair

Approved:

_____
Schools Division Superintendent