



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

April 15, 2016



**DIVISION MEMORANDUM**

No.: 260, s. 2016

**OUTLINE OF ACTION RESEARCH PROPOSALS**

**To : Division Education Program Supervisors**  
**District Supervisors/In-Charge**  
**Senior Education Program Specialist**  
**Education Program Specialist II**  
**Heads/Teachers of Public Elementary and Secondary Schools**  
**All others concerned**

1. In line with RA 9155, DepEd Order No. 24, 2010 and DepEd Order No. 43, s. 2015, the Department of Education has to enable policies and mechanism from which the delivery of quality basic education can be continuously improved, and to undertake national education researches and studies as the basis for necessary reforms and policy inputs.
2. Recognizing the importance of research in improving the delivery of basic education services, this Division is encouraging you to write and submit your action research/research proposal/s. Proposal should anchor on the following thematic areas: *Improving Access to Education, Improving the Quality of Education; and Improving Governance.*
3. The research proponent is advised to use and follow the **enclosed research proposal outline** as guide in doing/conducting the action researches.
4. The maximum proposal length is 6 pages and the full paper (final) is 12 pages; this does not include the reference list and supporting documents. The preferred font is Times New Roman, 11 point, the text should be double-spaced and in short bond paper (letter 8.5" x 11"). Page numbers should be located at the bottom of each page, in either the center or right side positions.
5. Immediate dissemination of this Memorandum is desired.

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
04/15/16 

19 APR 2016

(Enclosure to Division Memorandum No.\_\_\_\_, s. 2016)

### **Action Research Proposal**

- i Cover page (title, name, school, date).
- ii Table of contents (list the items with appropriate page numbers).

- I. Context and Rationale
- II. Brief Review of the Related Literature
- III. Research Questions/ Statement of the Problem
- IV. Scope and Limitation
- V. Methodology
  - Sampling Design / Technique
  - Data Collection/Data Gathering Procedure
  - Ethical Issues
  - Plan for Data Analysis
- VI. Work Plan (contains the research timelines)
- VII. Cost Estimates ( optional)
- VIII. Action Plan
- IX. References

### **Full Paper Format**

- i Cover page (title, name, school, date).
- ii Table of contents (list the items with appropriate page numbers).
- iii **Abstract** (purpose, design/methodology, finding and originality/value, [200-300 words only])

- I. Context and Rationale
- II. Brief Review of the Related Literature
- III. Research Questions/Statement of the Problem
- IV. Scope and Limitation
- V. Methodology
- VI. **Results and Discussions**
- VII. **\*Action** (can be placed either after or before part VIII [Conclusions and Recommendations ])
- VIII. **Conclusions and Recommendations**
- IX. **References**
- X. **Appendices**

Suggested Format

VII. \* ACTION

Pre - Implementation

Date	Activities

Actual Implementation

Date	Activities

Post - Implementation

Date	Activities