



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

May 31, 2023

DIVISIONAL MEMORANDUM

No. 154, s. 2023

SEMINAR-WORKSHOP ON CRAFTING ACTION RESEARCH FOR PROFICIENT TEACHERS (TEACHER 1)

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Attorney III
Accountant III
Administrative Officer V (Budget)
Secondary/Elementary School Heads/Department Heads
Concerned Personnel
This Division

- To update the proficient teachers (Teacher I position) on Action Research, this Office shall conduct a Seminar-Workshop on Crafting Action Research for Proficient Teachers (Teacher 1) at the Division Training Hall, 3rd floor, DepEd Office, IBJT Compound, Carangan, Ozamiz City on June 27-29, 2023.
- The 3-day activity aims to:
 - orient the teacher-researchers on DO 16, s. 2017 re: Research Guidelines and on writing action research proposal and writing action research full paper;
 - disseminate research findings of teacher-researchers in Ozamiz City Division (2022 BERF -funded and Non-BERF Research);
 - discuss the importance of action research in ensuring the delivery of quality basic education to the learners; and
 - mentor and coach teachers on how to craft/write action research.
- The participants to this activity are teachers-select (Each school will send One teacher with Teacher 1 position) and unit heads of the OSDS with the facilitators and support staff of CID and SGOD Offices of this Division, to wit:

Participants	No. of Participants
Elementary Schools	48
Secondary Schools	10
Chief ES	2
Education Program Supervisors	10
Public School District Supervisors	10
SEPS	3
EPS II	1



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Our LEARNERS: The Diamonds of the Fortress.
ASENSO OZAMIZ!



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Planning Officer	1
Project Officer-Youth Formation	2
OSDS	13
TOTAL	100

4. The activity shall start at 7:30 a.m. and end at 5:00 p.m., *see attached enclosure for program of activities.*

5. NO registration fee is required from the participants. Expenses incurred relative to the conduct of the activity such as lunch, a.m. and p.m. snacks for the participants, materials/supplies and other related expenses are chargeable against 2023 Human Resource Development (HRD) Program Support Fund subject to the usual accounting and auditing rules and procedures.

6. The participations of Education Program Supervisors, Public School District Supervisors, SGOD Personnel select, and OSDS Personnel select to this seminar-workshop is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) as stipulated in Divisional Memorandum No. III-B, s. 2018, that there is no discrimination on account of age, gender, sexual orientation, civil status, disability, religion, political affiliation, among others.

9. Immediate and wide dissemination of this Memorandum to concerned personnel is highly enjoined.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

ATCH.: As stated

References: DO No. 16, s. 2017; DO No. 39, s. 2016; RM No. 112, s. 2021

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

ACTION RESEARCH SEMINAR WORKSHOP

SBC/DM ___/May 30, 2023 Seminar-Workshop on Crafting Action Research for Proficient Teachers (Teacher 1



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Enclosure No. 1: Training Matrix

Seminar-Workshop on Crafting Action Research for Proficient Teachers (Teacher 1)

June 27, 28 and 29, 2023

Matrix

Date	June 27, 2022	
Time	Particulars	Persons Involved
7:00 – 8:00	Registration/Attendance/Opening Program Parts of the Opening Program: <ul style="list-style-type: none"> • Singing of the National Anthem and Prayer • Welcome Address by Chief ES-SGOD • Inspirational Talk by ASDS • Message by SDS 	JAN LIANNE M. OZATAGA PDO 1 Host/Facilitator/Output Manager JEANELEI L. CAROLINO EPS II-HRTD Attendance Sheet/Meals Sheet/Output Manager CHRISTINE M. RIGODON PDO 1 Attendance Sheet/Meals Sheet/ Facilitator/Output Manager MARY JOY G. DOROMAL SEPS-HRLD Process Observer ELL JUNE S. ABUCAY SEPS-SMME QuAME
8:00 – 8:30	Overview of the Seminar Workshop <ul style="list-style-type: none"> • Group participants by District 	ROSALYN M. LATO SEPS-Planning and Research
8:30 – 9:00	<ul style="list-style-type: none"> • Why Do Action Research? • DO 39, s. 2016-Implementation of Action Research • Action Research Defined 	Dr. Jasmine I. Gaogao PSDS
9:00 – 10:00	Generating Topics for Action Research <ul style="list-style-type: none"> • Attachment of Regional Memorandum No. 20, s. 2023, re: Suggested List of Research Topics from BEDP 2030 	Dr. May P. Edullantes EPS-LRMDS
10:00 -10:30	Suggested Topics and Focus of Action Research in Science	Jed Mae F. Coronel EPS-Science
10:30 – 11:00	Suggested Topics and Focus of Action Research in English	Federico B. Araniego Jr. EPS-English
11:00 – 11:30	Suggested Topics and Focus of Action Research in Mathematics	Rowell C. Villarubia EPS-Mathematics
11:30 – 12:00	Suggested Topics and Focus of Action Research in Filipino	Rose Mary R. Abapo EPS-Filipino
12:00 – 1:00	LUNCH BREAK	
1:00 – 1:30	Suggested Topics and Focus of Action Research in SHS (Core, Applied, and Specialized)	Luisander C. Luy EPS-TLE/SHS/Private School

1:30 – 2:00	Suggested Topics and Focus of Action Research in Arpan	Letecia D. Tatoy EPS-Araling Panlipunan
2:00 – 3:30	Designing the Title of Action Research based on RM 20, s. 2023's Suggested List of Research Topics from BEDP 2023: <ul style="list-style-type: none"> • Mentoring/Coaching on how to write Action Research Title • Workshop No. 1: Action Research Title 	Dr. Joel T. Aclao PSDS Submit the outputs by District to: JAN LIANNE M. OZATAGA Districts 1, 2, 3, 4 JEANELEI L. CAROLINO Districts 5, 6,7 CHRISTINE M. RIGODON Districts 8, 9, 10
3:30 – 4:30	Crafting the “Abstract of Action Research” <ul style="list-style-type: none"> • When do we write the abstract of the study? • What is abstract? • Mentoring/Coaching on how to write action research abstract. • Workshop No. 2: ABSTRACT 	Ian Francis E. Veloso PSDS Submit the outputs by District to: JAN LIANNE M. OZATAGA Districts 1, 2, 3, 4 JEANELEI L. CAROLINO Districts 5, 6,7 CHRISTINE M. RIGODON Districts 8, 9, 10
4:30 – 5:00	FGD on the Observation of the Process in Conducting the Activities.	Mary Joy G. Doromal SEPS-HRLD
Date	June 28, 2022	
Time	Particulars	Persons Involved
7:30 – 8:00	Attendance	JAN LIANNE M. OZATAGA Districts 1, 2, 3, 4 JEANELEI L. CAROLINO Districts 5, 6,7 CHRISTINE M. RIGODON Districts 8, 9, 10
8:00 – 9:00	Parts of the Action Research Proposal and Completed Action Research: <ul style="list-style-type: none"> • What are the minimum required Parts of the Action Research Proposal? • What are the minimum required Parts of the Completed Action Research? 	Rosalyn M. Lato SEPS-P&R
9:00 – 10:30	<ul style="list-style-type: none"> • I. Context and Rationale • Tips in writing context and rationale • The difference between writing context and rationale in action research proposal and writing context and rational in complete paper or full paper of the action research. • Workshop No. 3: Writing the Context and Rationale 	Rosalyn M. Lato SEPS-P&R Submit the outputs by District to: JAN LIANNE M. OZATAGA Districts 1, 2, 3, 4

		JEANELEI L. CAROLINO Districts 5, 6,7 CHRISTINE M. RIGODON Districts 8, 9, 10
10:30 – 12:00	<ul style="list-style-type: none"> • II. Innovation, Intervention, and Strategy • Tips in writing Innovation, Intervention, and Strategy • The difference between writing Innovation, Intervention, and Strategy in action research proposal and writing Innovation, Intervention, and Strategy in complete paper or full paper of the action research. • Workshop No. 4: Writing the Innovation, Intervention and Strategy 	<p>Dr. Fernando D. Sumondong PSDS</p> <p>Submit the outputs by District to:</p> <p>JAN LIANNE M. OZATAGA Districts 1, 2, 3, 4</p> <p>JEANELEI L. CAROLINO Districts 5, 6,7</p> <p>CHRISTINE M. RIGODON Districts 8, 9, 10</p>
12:00 – 1:00	LUNCH BREAK	
1:00 – 2:00	<ul style="list-style-type: none"> • Action Research Questions • Formulating and Evaluating Action Research Questions: • Tips in Formulating and Evaluating Action Research Questions • Workshop No. 5: Writing Research Questions 	<p>Dr. Elsa B. Buenavidez PSDS</p> <p>Submit the outputs by District to:</p> <p>JAN LIANNE M. OZATAGA Districts 1, 2, 3, 4</p> <p>JEANELEI L. CAROLINO Districts 5, 6,7</p> <p>CHRISTINE M. RIGODON Districts 8, 9, 10</p>
2:00 – 3:00	<p>Action Research Methods:</p> <ul style="list-style-type: none"> • What are the sub-parts that can be included in the action research methods? • What should be written under each sub-parts? <ul style="list-style-type: none"> a. Research Design b. Participants c. Other Source of Information d. Ethical Consideration • Workshop No. 6: Crafting action research methods 	<p>Giezel C. Gongob PSDS; Menerva D. Barola; Anelyn G. Engaracia PSDS; and Selina O. Macas PSDS</p>
3:00 – 3:30	Suggested Topics and Focus of Action Research in Reading	Angelita M. Maribojoc EPS-Reading
3:30 – 4:00	Suggested Topics and Focus of Action Research in EsP	Eualalio S. Rupinta EPS-EsP
4:00 – 4:30	Suggested Topics and Focus of Action Research in Human Resource Development and Governance	Mary Joy G. Doromal SEPS-HRLD Johnnel A. Guangco EPS-SGOD
4:30 – 5:00	FGD on the Observation of the Process in Conducting the Activities.	Mary Joy G. Doromal SEPS-HRLD

Date	June 29, 2022	
Time	Particulars	Persons Involved
7:30 – 8:00	Attendance	JAN LIANNE M. OZATAGA Districts 1, 2, 3, 4 JEANELEI L. CAROLINO Districts 5, 6,7 CHRISTINE M. RIGODON Districts 8, 9, 10
8:00 – 9:30	<ul style="list-style-type: none"> • Discussion and coaching/mentoring on the tips on writing: <ol style="list-style-type: none"> a. Results b. Findings c. Conclusion d. Recommendations/Suggestions e. Reflection • Workshop No. 7 on crafting /writing results, findings, conclusion, recommendations, suggestions and reflection 	Dr. Elsa B. Buenavidez PSDS
9:30 – 11:00	<ul style="list-style-type: none"> • Action Plan: • Tips in Writing Action Plan based on the Results and Findings of Action Research conducted. • Workshop No. 8 on crafting/writing action plan 	Milagros Z. Mendoza PSDS
11:00 – 12:00	<ul style="list-style-type: none"> • References: • Tips in citing references • Workshop No. 9 on citing references 	Joel T. Aclao PSDS
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Qualitative Research Parts of Qualitative Research Tips in Writing Qualitative Research	Dr. Emma Q. Suana La Salle University
3:00 – 3:30	Accomplishing of QuAME	Ell June S. Abucay SEPS-SMME Designate Planning Officer III
3:30 – 5:00	Closing Program (Awarding of Certificate of Participation and Appearance)	JAN LIANNE M. OZATAGA PDO 1 Host/Facilitator/Output Manager JEANELEI L. CAROLINO EPS II-HRTD Attendance Sheet/Meals Sheet/Output Manager

		CHRISTINE M. RIGODON PDO 1 Attendance Sheet/Meals Sheet/ Facilitator/Output Manager
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Prepared by:



ROSALYN M. LATO
SEPS-Planning and Research

Funds Available:



MARICEL D. AVILA
Division Accountant



IVY J. CABUAL
Budget Officer III

Attested:



SUSAN EPIFANIA B. CARPIO
SGOD Chief - ES



ANACLETA A. GACASAN
SGOD Chief - ES

Recommending approval:



DIONESIO L. LIWAGON, JR., CESE
*Assistant Schools Division Superintendent
 Chair, Schools Division Research Committee*

Approved:



DR. NIMFA R. LAGO, CESO VI
*Assistant Schools Division Superintendent
 OIC, Schools Division Superintendent*