



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

March 6, 2025

**DIVISIONAL MEMORANDUM**  
No. 01, s. 2025

**THREE-DAY TRAINING-WRITESHOP ON ACTION RESEARCH FOR  
SPECIAL EDUCATION TEACHERS (SPET)**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors (CID/SGOD)  
Public Schools District Supervisors/Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. With reference to Division Memorandum No. 008, s. 2025, this Office, through the Curriculum Implementation Division (CID), shall conduct a Three-Day Training-Writershop on Action Research for Special Education Teachers (SPET) at Be Palace Hotel on March 19-21, 2025.

2. The training aims to:  
a. equip Special Education Teachers (SPET) with foundational knowledge about action research including purpose, process, and application in addressing challenges in special education settings; and  
b. guide the SPET in identifying and selecting relevant issues and problems in SPED classrooms that can be addressed through research.

3. The participants in this training workshop are the following Special Education Teachers (SPET).

1.	Mary Chris T. Jimenez
2.	Jane W. Calunod
3.	Elisa O. Cebedo
4.	Jyra B. Engracia
5.	Merry Pearl R. Goette-Sanchez
6.	Dennis C. Maestrado
7.	Beverly E. Malugao
8.	Alejandro M. Mangubat
9.	Debra A. Manubag
10.	Sosephine R. Mercado
11.	Virel Anne Q. Malaluan
12.	Maricon B. Dolor

13.	Ja O. Timtim
14.	Percy Veranda Cababarro Besana
15.	Crystalyn Caballero
16.	Reyman A. Cubio
17.	Kristel Jane Amores
18.	Angelie Remerata
19.	Babe Pacaldo
20.	Emme Loraine A. Amarilla
21.	Justine May B. Sinados
22.	Cherry Mae Augustine
23.	Aldrin Labadisos
24.	Junjun B. Parmisana



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: deped1miz@gmail.com





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25.	Soraia S. Pabatao	28.	Ritchel R. Artugue
26.	Eunice A. Agcol	29.	Jiraldine C. Lopez
27.	Beverly Sirato	30.	Rodelie S. Egbus

4. No registration fee shall be collected from the participants. Meals and snacks relative to the conduct of this activity shall be charged against the downloaded Program Support Fund (PSF) for Special Education (SpEd) Program subject to the usual accounting and auditing rules and regulations.

5. This training is output-based; hence, participants are advised to bring laptops, extension cords, and a Wi-Fi device/modem during the training.

6. Queries regarding this matter can be channeled to Angelita M. Maribojoc, Education Program Supervisor-I, Special Needs Education (SNED) Division Focal.

7. Immediate and wide dissemination of this Memorandum is desired.

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

Encl.: None

References:

Division Memorandum No. 008, s. 2025  
Three-Day Training- Writeshop on Action Research for Special Education Teachers (SPET)

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

**PROGRAMS**

**SPECIAL NEEDS EDUCATION**

**TEACHERS**

AMM/DM – Three-Day Training Writeshop on Action Research for Special Education Teachers (SPET)

6/March 2025



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**THREE-DAY TRAINING-WRITESHOP ON ACTION RESEARCH FOR  
SPECIAL EDUCATION TEACHERS (SPET)**

March 17 & 20, 2025- Private Villa, Bernad Subdivision, Ozamiz City

March 19, 2025- Be Palace Hotel, Valconcha Street, Ozamiz City

Day	Time	Topic/Activity	Methodology/Activities	Persons Involved/ Facilitator/Resource Speaker
<b>Day 1</b>  <b>March 17, 2025</b>  <b>Mon.</b>  Private Villa, Bernad Subdivision, Ozamiz City	7:30- 8:30	Registration	-Registration	<b>Gladys L. Baybado, Mary Ann Grace J. Manili, Desi G. Aninao</b>
		Opening Program Prayer	-Prayer, National Anthem, Panatang Makabayan, Bagong Pilipinas Hymn, DepEd Vision-Mission & Core Values, DepEd Quality Policy Statement, Words of Welcome and Statement of Purpose, -Presentation of Participants and Photo Opportunity -Words of Welcome -Messages	Kristel Jane Amores Justine Mae B. Sinados Cherry Mae Agustine  <b>Angelita M. Maribojoc</b> , ESP-I, Special Needs Education (SNED) Focal Person <b>Anaclea A. Gacasan</b> , CID Chief <b>Dionesio L. Liwagon, Jr.</b> CESE, ASDS <b>Nimfa R. Lago</b> , CESO VI, SDS
	8:30-9:30	<b>Session 1:</b> Research Management Guidelines	Lecture-Discussion	<b>Rosalyn M. Lato</b> -SEPS, Planning & Research
	9:30-10:00	<b>Session 2:</b> Unveiling the Essentials of Special Education: Foundations, Principles, and Practices	Lecture-Discussion	<b>Letecia D. Tatoy</b> Retired EPS/ SPED Coordinator
	10:00 -10:15	Health Break		
	10:15-10:45	<b>Session 3:</b> Action Research Defined	Lecture-Discussion, Writeshop	<b>Jasmine I. Gaogao</b> , PSDS
	10:45-11:15	-Action Research Implementation (Framework, Topics, and Questions)		
	10:15-12:00	Context and Rationale		
	12:00-1:00	Lunch Break		
	1:00-1:30	<b>Session 4:</b> Generating Topics for Action Research	Lecture-Discussion, Writeshop	<b>May P. Edullantes</b> , EPS-I, LRMDs
	1:30-2:00	Formulating Action Research Questions and Hypotheses	Lecture-Discussion, Writeshop	
	2:00-2:40	<b>Session 5:</b> Proposed Innovation, Intervention, and Strategy	Lecture-Discussion Writeshop	<b>Rosalyn M. Lato</b> , SEPS – Planning & Research
	2:40-2:45	Health Break		
	2:45-3:20	<b>Session 6:</b> Action Research Design- Designing an Experimental Action Research	Lecture-Discussion Writeshop	<b>Ian Francis E. Veloso</b> , PSDS
	3:20-4:10	-Designing Qualitative Action Research	Lecture-Discussion, Workshop	<b>Rowell C. Villarubia</b> , <b>EPS-I</b> , Math.
	4:10-4:50	-Designing a Causal-Comparative Study for Assessing the Situation	Lecture-Discussion, Workshop	<b>Ell June S. Abucay</b> , Planning Officer-II
	4:50-5:00	Synthesis, Reflection	Open Forum, QUAME	Facilitators, Participants
Officers of the Day (OD): Babe Pacaldo, Crystalyn Caballero				

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Day	Time	Topic/Activity	Methodology/Activities	Persons Involved/ Facilitator/ Resource Speaker
<b>Day 2</b>  <b>March 19, 2025</b>  <b>Wed.</b>  Be Palace Hotel, Valconcha Street, Ozamiz City	8:00-8:30	Recap of Day 1	Sharing Session/ Management of Learning (MOL)	Participants, Facilitator
	8:30-9:20	-Designing a Correlational Research for Assessing the Situation	Lecture-Discussion, Examples	<b>Jupey Q. Rupinta</b> , School Head
	9:20-10:10	-Designing a Survey Research for Assessing the Situation	Lecture-Discussion, Examples	<b>Jupey Q. Rupinta</b> , School Head
	10:10- 10:25	Health Break		
	10:25-11:05	<b>Session 7</b> <b>Action Research Methods</b> -Sampling Methods	Lecture-Discussion, Examples	<b>Imelda D. Pongase, EPS-I</b> , MAPEH
	11:05-12:00	-Paper and Pencil Instruments	Lecture-Discussion, Examples	<b>Querino D. Lonsagon</b> , Master Teacher III
	12:00- 1:00	Lunch Break		
		<b>Action Research Data Collection</b>		
	1:00-1:40	-Data Collection through Interview	Lecture-Discussion, Examples	<b>Anthony P. Marollano</b> , SEPS M&E
	1:40-2:20	-Data Collection through Observations	Lecture-Discussion, Examples	<b>Fernando D. Sumondong</b> , PSDS
	2:20-3:10	-Data Collection through the use of Documents and Materials	Lecture-Discussion, Examples	<b>Imelda D. Pongase, EPS-I-MAPEH</b>
	3:10- 3:25	Health Break		
	3:25-4:10	<b>Action Research Data Analysis</b> -Preparing Data for Analysis	Lecture-Discussion, Examples	<b>Luisander C. Luy, EPS-I</b> , TLE, EPP
	4:10-4:50	-Quantitative Analysis: Descriptive Analysis	Lecture-Discussion, Examples	
	4:50-5:00	Synthesis, Reflection	Open Forum, QUAME	Facilitators, Participants
			Officers of the Day: Beverly E. Mulagao Jane W. Calunod	

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<b>Day 3</b>  <b>March 20, 2025</b>  <b>Thu.</b>  Private Villa, Bernad Subdivi sion, Ozamiz City	8:00- 8:30	Recap of Day 2	Sharing Session	Participants, Officer of the Day: Merry Pearl R. Goette-Sanchez Mary Chris T. Jimenez
	8:30- 9:20	-Quantitative Analysis: Inferential Statistics	Lecture-Discussion, Examples Hands-on Writeshop	<b>Luisander C. Luy, EPS-I</b> , TLE, EPP
	9:20-10:00	-Qualitative Data Analysis	Lecture-Discussion, Examples Hands-on Writeshop	<b>Rowell C. Villarubia, EPS-I</b> , Mathematics
		<b>Session 8</b> Drafting <u>Research Methods</u> Section	Workshop	Resource Speakers-Research Methods
		<b>Session 9</b> Workplan, Timelines, and Cost Estimates	Lecture-Discussion, Workshop	Resource Speaker
		<b>Session 10</b> Drafting Workplan, Timelines, and Cost Estimates	Hands-on Writeshop	Facilitators
	10:00- 10:15	Health Break		
	10:15-11:00	<b>Session 11</b> Peer Review and Feedback	Peer Review	Participants, Facilitators
	11:00- 12:00	<b>Session 12</b> Refinement of Proposals	Hands-on Writeshop	<b>Rosalyn M. Lato, SEPS M&amp;E</b>
	12:00- 1:00	Lunch Break		
	1:00-2:00	<b>Session 13</b> Proposal Presentation	Proposal Presentation	<b>Rosalyn M. Lato, SEPS M&amp;E</b>
	2:00-3:00	Writing the Action Research Report and Worksheets		
	3:00-3:30	Synthesis, Reflection	Sharing	
	3:30-5:00	Closing Program	Closing Program, Nationalistic Song Invocation, Messages, Impression The Challenge, Acceptance of Challenge, Giving of Certificates Photo Opportunity by District Community Singing	Jyra B. Engracia Ja O. Timtim Emme Loraine A. Amarilla
Officers of the Day (OD): Virel Anne Q. Malahuan, Maricon B. Dolor				