9-3-26 8:52am 2609-427
9-4-26 10:10

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

DepEd Ozamiz City
RELEASED
By:
Date: 9/4/26

September 02, 2026

**DIVISION MEMORANDUM**
**No. 420, s. 2026**

**SEMINAR-WORKSHOP ON CRAFTING ACTION RESEARCH FOR PROFICIENT TEACHERS (TEACHER I-III)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Concerned Personnel of CID, SGOD, and OSDS
This Division

1. This Office announces the upcoming conduct of the Seminar-Workshop on Crafting Action Research for Proficient Teachers (Teacher I to III) on September 7-9, 2026 at Be Palace Hotel, Valconcha St., Aguada, Ozamiz City.

2. The seminar-workshop is designed to:

2.1. orient the teacher-researchers on DO 16, s. 2017 re: Research Guidelines and on Writing Action Research Proposal and Writing action research full paper;

2.2. discuss the importance of action research in ensuring the delivery of quality basic education to the learners; and

2.3. mentor and coach teachers on how to craft/write action research.

3. The participants are requested to bring laptops, extension wires, and mobile internet connections. Only one participant per school may participate in the seminar-workshop.

4. Contact Rosalyn M. Lato, PSDS/Division Research Coordinator, at 09177775925 for inquiries and clarification.

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

**DIONESIO L. LIWAGON JR., CESO VI**
Assistant Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: As Stated
To be indicated in the Perpetual Index
under the following subjects:

**RESEARCH SCHOOL INNOVATION INTERVENTION**

RML/DM "Seminar-Workshop on Crafting Action Research for Proficient Teachers (Teacher I-III)"
___/September 02, 2026

**Enclosure No. 1: Matrix of Activities**

**Seminar-Workshop on Crafting Action Research for Proficient Teachers (Teacher I to III)**
**September 7, 8, and 9, 2026**

*Note: Resource Speakers must refer to DO. 16, s. 2017*

| Time | Day 1 – September 7, 2026 | |
|---|---|---|
| | **Program of Activities** | **Persons Involved/Resource Speaker** |
| **7:30 a.m. to 8:30 a.m.** | Registration and Opening Program<br><br>On-line Pre-Test | **MARY JOY G. DOROMAL**<br>*SEPS-HRLD*<br>*Meals Sheet/Attendance Sheet/Output Manager*<br><br>**ANTHONY P. MAROLLANO**<br>*SEPS – SMME*<br>*On-line Pre-Test*<br><br>**ADDA LIZA J. SQUIN**<br>*Certificates of Recognition/ Output Manager/Opening Programme*<br><br>**REGIE A. CATEDRAL**<br>*ITO*<br>*Slide Deck In-Charge*<br>*Documenter* |
| **8:30 a.m. to 9:00 a.m.** | Overview of the Seminar Workshop | **LUISANDER C. LUY, CESE**<br>*OIC, ASDS* |
| **9:00 a.m. to 10:00 a.m.** | Session 1.0<br>Action Research Defined<br>Parts of the Action Research Proposal<br>Parts of the Completed Action Research Study | **ANGELITA M. MARIBOJOC**<br>*Education Program Supervisor*<br>*SDRC Member* |
| **10:00 a.m. to 10:15 a.m.** | **HEALTH BREAK** | |
| **10:15 a.m. to 11:15 a.m.** | Session 2.0<br>Writing the Title of the Action Research | **REY HIBAYA**<br>*Education Program Supervisor-ARPAN*<br>*SDRC Member* |
| **11:15 a.m. to 12:15 noon** | Session 2.1<br>Writing the Abstract of the Action Research | **IAN FRANCIS E. VELOSO**<br>*Public School District Supervisor*<br>*SDRC Member* |
| **12:15 p.m. to 1:00 p.m.** | **LUNCH BREAK** | |
| **1:00 p.m. to 2:00 p.m.** | Session 2.2<br>Formulating and Evaluating Action Research Questions | **BEMAFE N. AGAPAY, EdD**<br>*Public School District Supervisor*<br>*SDRC Member* |
| **2:00 p.m. to** | Session 2.3 | **ROSALYN MANONGAS-LATO** |

| | | |
|---|---|---|
| **3:00 p.m.** | In-Text and Citation; References | *Public School District Supervisor*<br>*SDRC Member* |
| **3:00 p.m. to 3:15 p.m.** | **HEALTH BREAK** | |
| **3:15 p.m. to 4:15 p.m.** | Session 2.4<br>Writing Context and Rationale | **ROWELL C. VILLARUBIA**<br>*Education Program Supervisor-Math*<br>*SDRC Member* |
| **4:15 p.m. to 5:15 p.m.** | Process<br>Observation/QuAME/Post Conference | **MARY JOY G. DOROMAL**<br>*SEPS – HRLD*<br><br>**SAMIE B. ASO**<br>*EPS-II, SMME* |
| **Time** | **Day 2 – September 8, 2026**<br>**Program of Activities** | **Persons Involved/Resource Speaker** |
| **8:00 a.m. to 9:00 a.m.** | Session 2.5<br>Workshop on Title, Context and Rationale with In-Text and Citation | **ROSALYN MANONGAS-LATO**<br>*Public School District Supervisor*<br>*SDRC Member* |
| **9:00 a.m. to 10:00 a.m.** | Session 3.0<br>Proposed Innovation, Intervention, and Strategy | **ROSALYN MANONGAS-LATO**<br>*Public School District Supervisor*<br>*SDRC Member* |
| **10:00 a.m. to 10:15 a.m.** | **HEALTH BREAK** | |
| **10:15 a.m. to 10:45 a.m.** | Session 4.0<br>Action Research Methods: Research Design | **FEDERICO B. ARANIEGO JR.**<br>*Education Program Supervisor-English*<br>*SDRC Member* |
| **10:45 a.m. to 11:25 a.m.** | Session 4.1<br>Action Research Methods: Participants | **JED MAE F. CORONEL**<br>*Education Program Supervisor-Science*<br>*SDRC Member* |
| **11:25 a.m. to 12:00 a.m.** | Session 4.2<br>Action Research Methods: Other Sources of Data and Information | **MARY JOY G. DOROMAL**<br>*SEPS - HRLD*<br>*SDRC Member* |
| **12:00 nn to 1:00 p.m.** | **LUNCH BREAK** | |
| **1:00 p.m. to 2:00 p.m.** | Session 4.3<br>Action Research Methods: Ethical Considerations | **JOHNNEL A. GUANGCO**<br>*Education Program Supervisor-MAPEH*<br>*SDRC Member* |
| **2:00 p.m. to 3:00 p.m.** | Session 4.4<br>Action Research Methods: Data Gathering Method | **LORENA RIVERA**<br>*Public School District Supervisor*<br>*SDRC Member* |
| **3:00 p.m. to 3:15 p.m.** | **HEALTH BREAK** | |
| **3:15 p.m. to 4:15 p.m.** | Session 4.5<br>Action Research Methods: Data Analysis | **QUERINO LONSAGON**<br>*Education Program Supervisor-LRMS*<br>*SDRC Member* |
| **4:15 p.m. to 5:15 p.m.** | Process<br>Observation/QuAME/Post | **MARY JOY G. DOROMAL**<br>*SEPS – HRLD* |

| | | |
|---|---|---|
| | Conference | **SAMIE B. ASO**<br>*EPS-II, SMME* |
| **Time** | **Day 3 – September 9, 2026** | |
| | **Program of Activities** | **Persons Involved/Resource Speaker** |
| **8:00 a.m. to 9:00 a.m.** | Session 5.0<br>Action Research Work Plans and Timelines | **ANTHONY P. MAROLLANO**<br>*SEPS - SMME*<br>*SDRC Member* |
| **9:00 a.m. to 10:00 a.m.** | Session 6.0.<br>Cost Estimates | **SAMIE B. ASO**<br>*EPS II - SMME*<br>*SDRC Member* |
| **10:00 a.m. to 10:15 a.m.** | **HEALTH BREAK** | |
| **10:15 a.m. to 11:15 a.m.** | Session 7.0.<br>Plans for Dissemination and Utilization | **ARLENE C. VIA**<br>*SEPS-SOCMOBNET*<br>*SDRC Member* |
| **11:15 a.m. to 12:15 P.m.** | Session 8.0.<br>References | **ROSALYN MANONGAS-LATO**<br>*Public School District Supervisor*<br>*SDRC Member* |
| **12:00 nn to 1:00 p.m.** | **LUNCH BREAK** | |
| **1:00 p.m. to 3:30 p.m.** | Session 9.0.<br>Workshop 2: Crafting the Action Research Proposal | **ROSALYN M. LATO**<br>*SEPS – Planning and Research*<br>*SDRC Member* |
| **3:30 p.m. to 3:45 p.m.** | **HEALTH BREAK** | |
| **3:45 p.m. to 4:45 p.m.** | Session 9.0.<br>Workshop 2: Crafting the Action Research Proposal | **ROSALYN M. LATO**<br>*SEPS – Planning and Research*<br>*SDRC Member* |
| **4:45 p.m. to 5:45 p.m.** | **Post Test**<br>**&**<br>**Closing Program** | **MARY JOY G. DOROMAL**<br>*SEPS-HRLD*<br>*Meals Sheet/Attendance Sheet/Output Manager*<br><br>**ANTHONY P. MAROLLANO**<br>*SEPS – SMME*<br>*On-line Post-Test*<br><br>**ADDA LIZA J. SQUIN**<br>*Certificates of Recognition/ Output Manager/Opening Programme* |