



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**

SGOD-2024-448

To : Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads and Teachers of Public  
Elementary and Secondary Schools  
All Non-teaching Personnel

Subject : DISSEMINATION OF THE ACTION RESEARCH TOOLKIT

Date : July 30, 2024

In reference to the attached Unnumbered Memorandum, re: "Dissemination of the Action Research Toolkit", this Office directs all the school teachers and personnel to utilize these materials in conducting research for policy and program development. This provides a venue for sharing action research practices, and utilize learning to improve teaching and learning processes.

The modules and materials can be accessed through this link: <https://bit.ly/ActionResearchToolkit> and also available at the DepEd's official research portal, E-Saliksik, through this link: <https://e-saliksik.deped.gov.ph>.

Should there be any concern, you may reach Marjun B. Rebosquillo, SEPS-Planning and Research through SGOD at (082)553-8396.

For information, guidance, and compliance.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC- Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: JUL 30 2024 TIME: 1:00 PM

BY:

Enclosed: As stated.  
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines  
**Department of Education**  
 PLANNING SERVICE

DepEd Schools Division of Digos City  
 RECORDS SECTION

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**MEMORANDUM**

**FOR:** All Regional Directors  
 All School Division Superintendents

**THROUGH:** **NOLASCO A. MEMPIN**  
 Undersecretary for Administration

**FROM:** **NOEL T. BALUYAN**  
 Assistant Secretary for Administration  
 Officer-in-Charge, Planning Service

Baluyan  
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**SUBJECT:** **DISSEMINATION OF THE ACTION RESEARCH TOOLKIT**

**DATE:** July 09, 2024

The Department of Education (DepEd) continues to strengthen the culture of research and evidence-based decision-making in basic education. It issued DepEd Order 16, s. 2017, otherwise known as the Research Management Guidelines (RMG), and its amendment, DepEd Order No. 26, s. 2021, to establish a comprehensive framework for managing research, including the Basic Education Research Fund (BERF), and continues to encourage teachers and personnel to conduct research for policy and program development.

The Department recognizes the pivotal role of action research in improving teaching and learning processes for quality education. Corollary to this, DepEd Order No. 47, s. 2017 also known as the Philippine Professional Standards for Teachers (PPST), particularly Domain 1, Strand 2, highlights the importance of research-based teaching and learning.

Consistent with these policies, the Department, in collaboration with the concluded Basic Education Sector Transformation (BEST) Program, developed a package for the discussion of action research particularly during LAC sessions. To maximize its use and incorporate updates on education research practice, the Planning Service - Policy Research and Development Division (PS-PRDD) has updated the toolkit for use in general learning sessions/activities.

With this, this office hereby disseminates the Action Research Toolkit for research-related and other learning and development activities to aid teachers and researchers with basic concepts in conducting action research, provide a venue for sharing of action research practices, and utilize learning to improve teaching and learning processes.



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The toolkit contains the following 23 modules, with a set of facilitator's and teacher's guides in each:

| Number | Title   |
|--------|---|
| 1.0    | Action Research Defined                               |
| 2.1    | Implementation of Action Research                     |
| 2.2    | Generating Topics for Action Research                 |
| 2.3    | Formulating Research Questions                        |
| 3.1    | Experimental Design                                   |
| 3.2    | Qualitative Design                                    |
| 3.3    | Causal Comparative Design                             |
| 3.4    | Correlational Design                                  |
| 3.5    | Survey Research                                       |
| 4.1    | Sampling  |
| 4.2    | Paper and Pencil Instrument                           |
| 4.3    | Data Collection through Interview                     |
| 4.4    | Observation Data Collection                           |
| 4.5    | Document Analysis                                     |
| 5.1    | Preparing Data for Analysis                           |
| 5.2    | Quantitative Analysis Part I: Descriptive Statistics  |
| 5.3    | Quantitative Analysis Part II: Inferential Statistics |
| 5.4    | Qualitative Analysis                                  |
| 6.1    | Preparing the Action Research Proposal                |
| 6.1.1  | Worksheet for Action Research Report                  |
| 6.2    | Writing the Action Research Report                    |
| 6.2.1  | Worksheet for Action Research Report                  |
| 6.3    | Tips in Writing an Action Research Report             |

The Facilitator's Guide contains a script, a list of recommended activities, and discussions of key concepts in conducting action research for facilitators, which can be delivered during learning sessions. Meanwhile, the Teacher or Researcher's Guide contains samples and exercises which teachers and/or researchers can perform to reinforce their understanding of research concepts. These modules can be used through self-paced or self-directed learning as well as reference materials during the conduct of Learning Action Cell (LAC) and other learning sessions. Further, the conduct of learning sessions/activities shall be based on the Learning and Development (L&D) needs of the teachers.

The modules can be accessed through this link: <https://bit.ly/ActionResearchToolkit> and also available at the DepEd's official research portal, E-Saliksik, through this link: <https://e-saliksik.deped.gov.ph>.

Per DepEd Order 16 s. 2017, research managers across governance levels and researchers are highly encouraged to use these modules in providing technical assistance and capacity building to researchers and teachers in developing and conducting action research.

For queries, clarifications and other concerns, kindly contact PS-PRDD through email address: [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph) and/or telephone number (02) 8633-7257.