



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

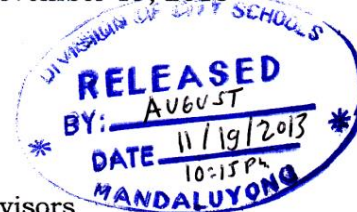
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November 19, 2013

MEMORANDUM

To: OIC-ASDS
Education Program and District Supervisors
Principals of Public Elementary & Secondary Schools



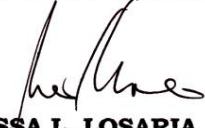
SUBMISSION OF ACTION RESEARCH & RESEARCH PROPOSAL FORMAT

1. This is to inform the field that the deadline for submission of **Action Research Proposal is on or before November 29, 2013, Friday**, while the **final output of the Action Research is on April 4, 2013, Friday**.
2. Attached is the format of action research proposal and the proposed action research format.
3. Immediate and wide dissemination of this **memorandum** is desired.

For:

EVANGELINE P. LADINES
Officer In-Charge
Schools Division Superintendent

By:


NERISSA L. LOSARIA
Officer In-Charge
Asst. Schools Division Superintendent

PARTS OF THE ACTION RESEARCH PROPOSAL

1. Covering Page
2. Abstract
3. Background and Statement of the Research Problem
4. Objectives
5. Expected Outcomes and Beneficiaries
6. Methodology
7. Timetable
8. Cost and Financing Plan of the Proposal
9. Tentative Outline of the Final Technical Report

BASIC CONTENTS OF EACH PART

A. COVERING PAGE

- a. Title of the Research Project
- b. Name of the Researcher
- c. Name of the Research Institution (Including Address)
- d. Date of Presentation
- e. Indorsed by: (Principal)
- f. Noted by: (Supervisor In-Charge)
- g. Recommending Approval: (Chairman of DRC)
- h. Approved: (SDS)

B. ABSTRACT

- a. One-page summary of the proposed research

C. BACKGROUND & STATEMENT OF THE RESEARCH PROBLEM

- a. Background, problem areas, major research gaps with respect to policy and development issues concerning the research
- b. Social, scientific and development relevance of the problem (nationality and regionally)
- c. Preliminary overview of literature/research done in the field related to the problem
- d. Contribution of the research project (with focus on how) to the solution of the problem identified

D. RESEARCH OBJECTIVE

- a. **GENERAL**- overview of the research
- b. **SPECIFIC**- elements of the research which are directly addressable by the methodology to achieve the general objectives

2-11/10

E. EXPECTED OUTCOMES AND BENEFICIARIES

- a. **OUTCOMES-** In terms of contribution to the solution of specific problems, existing technical/scientific knowledge, process of policy formulation and implementation, methodological practice, development processes at the local, national/regional levels, research capacity of the institution.
- b. **BENEFICIARIES-** Specific beneficiaries and how they would benefit from the research results.

F. RESEARCH METHODOLOGY

- a. Description of the general research method
- b. Presentation of the hypothesis to be tested or research questions to be answered
- c. Description and explanation of the elements, variables or factors to be measured or addressed by the research
- d. Description of the population and samples or target groups to be used as sources for data gathering, explanations of sampling selection procedures, sampling units, sampling criteria, sample size
- e. Description of the approaches, methods to be applied in collecting primary and secondary information, indicating procedures and instruments to be used and sources of information
- f. Description of the types or analyzing information and the type of facilities to be used

G. TIMETABLE

- a. Approximate schedule of activities for the duration of the research project

H. COST AND FINANCING PLAN

- a. Field work costs (Data collection- Analysis)
- b. Materials and Supplies
- c. Reproduction of the Report (for dissemination)
- d. Complementary Activities (e.g. Seminars, Workshops)

I. TENTATIVE OUTLINE OF THE TECHNICAL REPORT

- a. Details concerning the chapters, topics and pertinent headings
- b. Brief summary of expected content of each chapter

PROPOSED FORMAT OF ACTION RESEARCH

A. COVERING PAGE

- a. Title of the Research Project
- b. Name of the Researcher
- c. Name of the Research Institution (Including Address)
- d. Date of Presentation
- e. Indorsed by: (Principal)
- f. Noted by: (Supervisor In-Charge)
- g. Recommending Approval: (Chairman of DRC)
- h. Approved: (SDS)

B. TABLE OF CONTENT

C. ABSTRACT (One-page summary of the action research)

D. INTRODUCTION (Rationale, specific problems, definition of terms, related literatures and studies)

E. ACTION TAKEN (enumerate and discuss each)

F. PROBLEM ANALYSIS AND RESULTS (including tables and interpretations)

G. CONCLUSIONS / FINDINGS (enumerate)

H. RECOMMENDATIONS (enumerate)

I. BIBLIOGRAPHY

J. APPENDICES

FORMAT

- 8,000 to 12,000 words
- Font: Arial
- Font Size: 12
- Spacing: Double
- Paper Size: A4- 21X29.7 cm
- Margin: 1.5 inch-left, 1 inch other sides
- Justify