



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
10 NOV 2023
DEPED-ABRA TIME

November 9, 2023

DIVISION MEMORANDUM

No. 444 2023

E-TAKWAT ken SUKISOK: COACHING and ASSISTANCE to RESEARCH PROPONENTS (BATCH 3) and EVALUATION of ACTION and BASIC RESEARCH

To: Asst. Schools Division Superintendent
CES CID & SGOD
All Research Proponents for SY 2021- 2023
Planning and Research Section
Other Persons Concerned

1. Relative to the evaluation and approval of Research Proposals as per Deped Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG) of the Department of Education. Thus, a virtual coaching to research proponents will be conducted by the Planning and Research section on November 20, 2023 on a link to be provided on the same date.
2. This activity aims to provide remote technical assistance to research proponents in revising research proposals and final research reports. And for SDRC members to evaluate submitted action and basic research for quality outputs.
2. Identified research proponents in enclosure No. 1 of this memorandum, SDRC members and research evaluators are encouraged to make themselves available during the activity.
3. Research proponents are advised to have with them a copy of their research manuscripts during the coaching session.
4. Proponents should comply with the timeline indicated in the study for implementation and completion.
5. Checklist for action and basic research proposal evaluation is in enclosure no. 2 of this memorandum.
6. For further inquiries, please contact the Planning and Research section or communicate through cp number 09771044932.



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra
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6. Travel, meals and other incidental expenses relative to the conduct of the activity shall be charged to the school MOOE and the Division MOOE subject to the usual accounting and COA rules and regulations.
7. Immediate dissemination of this memorandum is earnestly desired.

AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

For the SDS:

SAMUEL T. EGSAEN JR. EdD
Asst. Schools Division Superintendent

Enclosures: As stated
DO 16, s. 2023
SGOD/P&R Aug 2023



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Enclosure No. 1 of DM No. ____ s. 2023

LIST OF PROPOSALS AND FINAL RESEARCH FOR COACHING AND EVALUATION

Name	Position	School	Title of Research	Category	Proposal/Final
Marybeth B. Peredes	Master Teacher	Sallapadan Center School	My classmate Teacher project: An intervention strategy in enhancing the science performance of ALS learners	Action Research	Proposal
Elsa P. Bliss	Principal I	Lam-ag Elementary school	Level of research competence of school heads and master teachers in san juan district	Action Research	Proposal
Anita V. Reyes	Teacher 3	El Bernos elementary school	Using reading flexi in improving word recognition and comprehension skills of grade 2 pupils	Action Research	Proposal
Reycilda C. Cabilan	Teacher II	San quintin national high school	Media literacy approach in improving grade 11 students' level of reading comprehension	Action Research	Proposal
Mary jane B. Buenafe	Maser Tacher I	Libtec Elementary School	Chunking strategy and its effectiveness in improving the word reading ability of the grade 1 pupils of libtec elementary school	Action Research	Proposal
Rhea C. Ramos	Master teacher I	ALS, Bangued west district	Enhancing Numeracy skills of ALS learners trough out of the box math workshop	Action Research	Proposal
Marina C. Ortega	Teacher III	Dugong NHS	Improving speaking and listening skills through metacognitive strategies	Action Research	Proposal
Windelma Alcantara	Principal I	Silet Elementary school	The level of managerial satisfaction of school heads and the performance of schools in san juan district	Action Research	Proposal
Jumar P. Barbadillo	Master Teacher I	Bangued west central school learning center	Enhancing academic performance of SPED pupils of BWCS through parent guided individualized education plan	Action	Proposal

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Name	Position	School	Title of Research	Category	Proposal /Final
Leila O. Mapa	Principal I	Maguyepyep Integrated School	Teacher Leadership: Its impact on the level of proficiency of the elementary learners of sallapadan	Action Research	Final
Memory O. Batondo	Principal II	Dugong NHS	Level of implementation of brigade eskwela as perceived by the stateholders of dugong national high school S.Y. 2023-2024	Action Research	Final
Mary Joy G. Barbosa	TIII	ASIST	Instructional leadership and planning skills of school administrators of lalabalicma cluster districts	Action Research	Final
Anna Rose C. Crisologo	Teacher II	Marc Ysrael B. Bernos Memorial National High School	Factors Associated with the Reading Levels of Senior High School Students: A basis for reading Intervention Program	Action Research	Final
May J. Gayban	Master Teacher I	Mataragan Elementary School	Boost Reading comprehension of struggling learners trough meaningful and friendly reading materials in teaching English	Action Research	Final
Melody M. Pariñas	Teacher III	Cal-lao Elementary School	Utilizing Picture-Word inductive method (OWIM) to enhance vocabulary competency of grade 5 learners	Action Research	Final
Jayfee G. Calubing	Head Teacher I	Bacooc and Paganao Elementary School	Motivational strategies in bacooc and paganao	Action Research	Final
Philip L. Balaoro	Master Teacher III	Patucannay Elementary School	An action research final report submitted to the department of education cordillera administration region school year 2022-2023	Action Research	Final
Evelyn W. Diaz	Master Teacher I	Cristina B. Gonzales	Off-line interactive crossword puzzle: A	Action Research	Final



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		memorial high school	reinforcement in teaching science 10		
Jenalyn U. Berras	Master Teacher I	Cristina B. Gonzales memorial high school	E-hasa ang pagbasa project: dulog sa pagbasa at pag-unawang mga mag-aaral ng baiting 10	Action Research	Final
Nova C. Flores	Teacher III	Tayum Central School	Mathistorya: A technique in enhancing the performance level of grade III pupils of Tayum Central School in multiplying and dividing whole numbers	Action Research	Final
Bugayong M. Badeng Mabel Q. Libuen	Teacher III Teacher III	Naglibacan Integrated School Naglibacan, Tingeg Abra	Project Icare(I can read): A reading Intervention in improving the reading skills of Grade III pupils of Naglibacan Integrated School	Action Research	Final
Rolando M. Torres Mary Joy G. Barbosa	Principal I Teacher III	Tagodtod Elementary School	Project ROLL (Reading Overcome Low Learning): A school based strategy on improving reading skills in the new normal	Action Research	Final
Remedios O. Artienda Mary Joy G. Barbosa Leonarda C. Anical	Master Teacher II Teacher III Teacher III	Tagodtod Elementary School	The use of teacher-made videos as supplementary to self-learning modules in improving the academic performance in science of grade IV, V and VI pupils of tagodtod elementary school	Action Research	Final
Lea Y. Bose	Teacher III	Northern Abra high school	Utilization of LSS (Listen, shadow, spell) strategy in improving the reading skills of grade 7 under the frustration level.	Action Research	Final
Cleofe A. Tejero	Teacher II	Tayum Central School	Improving fine motor skills of kindergarten pupils of tayum central school through the use of offline tracing apps	Action	Final
Madelyn Bides	Teacher III	Bangued West Central School	Enhancing the English language performance of grade 4 pupils of	Action	Final



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			bangued west central school through Game-Based learning		
Julicia G. Bagioeng	Teacher III	Talipugo Elementary School	The effect of project IGAO (Implement good reading habit to accelerate optimum outcome of learning) among struggling readers and non-readers from grades I to VI of Talipugo Elementary School	Basic	Final
Marry Ann A. Balingit	Teacher III	Abra High School	Effective of science infographics in improving the academic performance of grade 8 learners	Action	Final
Leonard G. Ballena	Master teacher I	Tayum central school	Math Magic Tricks:Engaging techniques in improving the performance of grade VI pupils in mathematics	Action	Final
Jaqueline A. Viste	Master Teacher I	Lacub Central School	Digital Frayer model technique (FMT) in enhancing content vocabulary and conceptual knowledge competence among grade 6 learners	Action	Final
Nora R. Badere	Teacher III	Maoay Elementary School	Improving the performance level of grade VI pupils of maoay Elementary school in science using Phet (Physics education technology)simulation	Action	Final



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Enclosure No. 2 of DM No. ____ s. 2023

CHECKLIST FOR ACTION RESEARCH PROPOSAL

Proponent: _____ Position: _____
 Title of proposal: _____
 School/ Office Section: _____

Key Elements	Evident	NOT Evident	Remarks
Research Proposal Application Form and Endorsement of Immediate Supervisor			
Title Page <ul style="list-style-type: none"> • Running letter head • Title: Only the 1st letter of the word be capitalized and bold • Name, Position, School/ Office, Address, email add • Category/ Proposal or Final Report • Month and Year submitted 			
Context and Rationale <ul style="list-style-type: none"> • General Situation/ description of the context of the problem identified. • Importance 			
<ul style="list-style-type: none"> • Related Studies 			
<ul style="list-style-type: none"> • Potential Contributions 			
<ul style="list-style-type: none"> • Research Issue/ Gap • Potential Contribution (aim, objective, benefit) 			
Research Questions			
<ul style="list-style-type: none"> • General Aim • Specific Questions 			
Proposed Innovation, Intervention, Strategy			
<ul style="list-style-type: none"> • What is the Intervention? <ul style="list-style-type: none"> - Supported by theory, related studies... - Discussion shows the appropriateness of the intervention to address the problem 			



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<ul style="list-style-type: none"> - Present what is new/modified - Sample provided 				
<ul style="list-style-type: none"> • Discussion of the implementation of the intervention <ul style="list-style-type: none"> - Procedures (activities, time frame-state the quarter) - Presents the role of the participants (researcher/s, learners, parents, etc) 				
Research Methodology				
Research Design				
Research Design Examples: <ul style="list-style-type: none"> - Quantitative: <ul style="list-style-type: none"> ➢ Correlational and descriptive designs ➢ Experimental and quasi- experimental designs - Qualitative <ul style="list-style-type: none"> ➢ Case study, ethnography and grounded theory designs - Mixed Method (Quantitative- Qualitative) 				
Participants and/ or Other Sources of Data and Information				
<ul style="list-style-type: none"> • Who are the populations/ participants? 				
<ul style="list-style-type: none"> • Reason for choosing these population/ samples 				
<ul style="list-style-type: none"> • How many?Disaggregate by sex 				
<ul style="list-style-type: none"> • How are they selected? Sampling Technique samples: <ul style="list-style-type: none"> ➢ Non- probability sampling: purposive, convenience, quota, snowball, self-selection,total enumeration/population 				



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<ul style="list-style-type: none"> ➤ Probability Sampling: Simple Random Sampling, stratified sampling, convenience sampling, systematics sampling 			
Data Gathering Method			
<ul style="list-style-type: none"> • Tool utilized aligned with the research question • Validation • Reliability Test • Process/ procedure in collecting data 			
Data Analysis Plan			
<ul style="list-style-type: none"> • Alignment with research questions • Utilized statistical tools 			
Ethical Issues			
<ul style="list-style-type: none"> • Ethical issues cited as needed in the study 			
Action Research Work Plan and Timelines			
<ul style="list-style-type: none"> • Used the prescribed template 			
Cost Estimates			
<ul style="list-style-type: none"> • Utilized the prescribed template 			
Plans for Dissemination and Utilization			
Reference			
<ul style="list-style-type: none"> • Five years above • APA 7th Edition 			
Appendices			
<ul style="list-style-type: none"> • Data collection instrument • Sample activity worksheets • Letter/s to management • Consent form • Assent form 			



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CHECKLIST FOR BASIC RESEARCH PROPOSAL

Key Elements	Evident	NOT Evident	Remarks
Research Proposal Application Form and Endorsement of Immediate Supervisor			
Title Page <ul style="list-style-type: none"> • Running Title • Title: Only the 1st letter of the word be capitalized and bold • Name, Position, School/ Office, Address, email add • Month and Year submitted 			
Introduction and Rationale			
<ul style="list-style-type: none"> • General Situation 			
<ul style="list-style-type: none"> • Importance 			
<ul style="list-style-type: none"> • Aim 			
<ul style="list-style-type: none"> • Related Studies 			
<ul style="list-style-type: none"> • Research Gap (Literature) • Potential Contribution 			
Literature Review			
<ul style="list-style-type: none"> • Aligned with the research question (variables) • Theoretical/ conceptual framework 			
Research Questions			
<ul style="list-style-type: none"> • General Aim • Specific Questions 			
Scope and limitation			
<ul style="list-style-type: none"> • Scope • Limitation/s 			



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<ul style="list-style-type: none"> ➤ Methodological limitation ➤ Data interpretation ➤ Scope of the study 			
Research Methodology			
Research Design Examples: <ul style="list-style-type: none"> - Quantitative: <ul style="list-style-type: none"> ➤ Correlational and descriptive designs ➤ Experimental and quasi- experimental designs - Qualitative <ul style="list-style-type: none"> ➤ Case study, ethnography and grounded theory designs - Mixed Method (Quantitative- Qualitative) 			
Population and/ or Sampling			
<ul style="list-style-type: none"> • Population/ participants • Reason for choosing these population/ samples • How many?Disaggregate by sex • Sampling Technique? <ul style="list-style-type: none"> ➤ Non- probability sampling: purposive, convenience, quota, snowball, self-selection,total enumeration/population ➤ Probability Sampling: Simple Random Sampling, stratified sampling, convenience sampling, systematics sampling 			
Data Collection			
<ul style="list-style-type: none"> • Tool utilized aligned with the research question • Validation • Reliability Test • Process/ procedure in collecting data 			
Plan for Data Analysis			



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• Alingment with research question			
Ethical Issues			
• Ethical issues cited as needed in the study			
Timetable/ Gantt Chart ➤ Use the prescribed template			
Cost Estimates			
Plans for Dissemination and Advocacy			
References ➤ APA 7 th edition			
Appendices			
• Data collection intrument			
• Letter/s to management			
• Consent from			
• Assent form			



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CHECKLIST – ACTION RESEARCH FINAL REPORT

Key Elements	Evident	NOT Evident	Remarks
TITLE PAGE (Center Except for Running Title) Note: Double Space			
<ul style="list-style-type: none"> Running title page (header- shorten title; left) 			
<ul style="list-style-type: none"> Title of Research (Bold and Only the first letter of the word is capitalized) 			
<ul style="list-style-type: none"> Name of proponent 			
<ul style="list-style-type: none"> Position 			
<ul style="list-style-type: none"> School 			
<ul style="list-style-type: none"> Address of School 			
<ul style="list-style-type: none"> Schools Division Office - Abra 			
<ul style="list-style-type: none"> Department of Education- Cordillera Administrative Region 			
<ul style="list-style-type: none"> Email Add 			
<ul style="list-style-type: none"> Month and Year 			
ABSTRACT			
<ul style="list-style-type: none"> 200- 250nwords in 1 paragraph, double space, left alignment 			
<ul style="list-style-type: none"> 3-5 keywords separated by a comma (avoid repeating words from the title) 			
<ul style="list-style-type: none"> Contents: aim, method, findings (bulk of discussion) and conclusion (Answers the questions "If these are the findings SO WHAT?) 			
ACKNOWLEDGEMENT			
<ul style="list-style-type: none"> Contains words of gratitude and appreciation to people/ institutions that helped in any way to the researcher in the conduct of the basic research 			
TABLE OF CONTENTS			
<ul style="list-style-type: none"> Followed the correct format for Action Research Final Report 			
CONTEXT AND RATIONALE			
<ul style="list-style-type: none"> General Situation 			
<ul style="list-style-type: none"> Importance 			



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<ul style="list-style-type: none"> • Related Studies 			
<ul style="list-style-type: none"> • Research Gap/ issues 			
<ul style="list-style-type: none"> • Potential Contributions (aim, objectives, who will be benefited) 			
Research Questions			
<ul style="list-style-type: none"> • General Aim • Specific Questions 			
PROPOSED INNOVATION, INTERVENTION, STRATEGY			
<ul style="list-style-type: none"> • What is the Intervention? <ul style="list-style-type: none"> - Supported by theory, related studies... - Discussion shows the appropriateness of the intervention to address the problem - Present what is new/ modified - Sample provided 			
<ul style="list-style-type: none"> • Discussion of the implementation of the intervention <ul style="list-style-type: none"> - Procedures (activities, time frame-state the quarter) Presents the role of the participants (researcher/s, learners, parents, etc) 			
Research Methodology			
Research Design Examples: <ul style="list-style-type: none"> - Quantitative: <ul style="list-style-type: none"> ➢ Correlational and descriptive designs ➢ Experimental and quasi-experimental designs - Qualitative <ul style="list-style-type: none"> ➢ Case study, ethnography and grounded theory designs - Mixed Method (Quantitative-Qualitative) 			



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Participants and/ or Other Sources of Data and Information			
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Data Gathering Method			
<ul style="list-style-type: none"> Tool utilized aligned with the research question 			
<ul style="list-style-type: none"> Validation 			
<ul style="list-style-type: none"> Reliability Test 			
<ul style="list-style-type: none"> Process/ procedure in collecting data 			
Data Analysis Plan			
<ul style="list-style-type: none"> Alingment with research question 			
Ethical Issues			
<ul style="list-style-type: none"> Ethical issues cited as needed in the study 			
RESULTS AND DISCUSSIONS			
<ul style="list-style-type: none"> - Explanation, Implication, Corroboration and/ or Contradiction 			
<ul style="list-style-type: none"> Answered the first question with Explanation, Implication, Corroboration and/ or Contradiction 			
<ul style="list-style-type: none"> Answered the second question With Explanation, Implication, Corroboration and/ or Contradiction 			
<ul style="list-style-type: none"> Answered the third question with Explanation, Implication, Corroboration and/ or Contradiction 			



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<ul style="list-style-type: none"> Answered the fourth and other questions with Explanation, Implication, Corroboration and/ or Contradiction 			
CONCLUSIONS AND RECOMMENDATIONS (NUMERICAL)			
<ul style="list-style-type: none"> Conclusion is aligned to the research question. (If there are three questions, there are also 3 conclusions) 			
<ul style="list-style-type: none"> Recommendation is aligned/ based on the conclusion (3 conclusion: 3 recommendations) 			
REFLECTION- Presents the experiences and learnings in the conduct of the research)			
Action Plan			
<ul style="list-style-type: none"> Did it discuss how the results of the research will be disseminated, to whom and ahow? 			
<ul style="list-style-type: none"> Did it present ways on how the research will be utilized? 			
References <ul style="list-style-type: none"> ➤ Did it follow the APA 7th edition ➤ Are the references cited in the manuscript? ➤ Are the references dated 5 years back? ➤ Are there at least 15 references or more? 			
Appendices			
<ul style="list-style-type: none"> Certification from immediate head that the research was implemented and conducted 			
<ul style="list-style-type: none"> Data collection instrument 			
<ul style="list-style-type: none"> Letter/s to management 			
<ul style="list-style-type: none"> Consent from 			
<ul style="list-style-type: none"> Assent form 			
<ul style="list-style-type: none"> Photodocumentations during the implementation of the research 			
<ul style="list-style-type: none"> Raw data of the Data Analysis 			
Financial Report			



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EVALUATION CHECKLIST – BASIC RESEARCH FINAL REPORT

Key Elements	Evident	NOT Evident	Remarks
TITLE PAGE (Center Except Running Title) Note: Double Space			
<ul style="list-style-type: none"> Running title page (header-shorten title; left) 			
<ul style="list-style-type: none"> Title of Research (Bold and Only the first letter of the word is capitalized) 			
<ul style="list-style-type: none"> Name of proponent 			
<ul style="list-style-type: none"> Position 			
<ul style="list-style-type: none"> School 			
<ul style="list-style-type: none"> Address of School 			
<ul style="list-style-type: none"> Schools Division Office - Abra 			
<ul style="list-style-type: none"> Department of Education-Cordillera Administrative Region 			
<ul style="list-style-type: none"> Email Add 			
<ul style="list-style-type: none"> Month and Year 			
ABSTRACT			
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<ul style="list-style-type: none"> Contains words of gratitude and appreciation to people/ institutions that helped in any way to the researcher in the conduct of the basic research 			
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<ul style="list-style-type: none"> Followed the correct format for Basic Research Final Report 			
INTRODUCTION AND RATIONALE			
<ul style="list-style-type: none"> General Situation Importance 			
<ul style="list-style-type: none"> Aim 			
<ul style="list-style-type: none"> Related Studies 			
<ul style="list-style-type: none"> Research Gap (Literature) Potential Contribution 			
Literature Review			
<ul style="list-style-type: none"> Aligned with the research question (variables) Theoretical/ conceptual framework 			
Research Questions			
<ul style="list-style-type: none"> General Aim Specific Questions 			
Scope and limitation			
<ul style="list-style-type: none"> Scope Limitation/s <ul style="list-style-type: none"> Methodological limitation Data interpretation Scope of the study 			
Research Methodology			
Research Design Examples: <ul style="list-style-type: none"> Quantitative: <ul style="list-style-type: none"> Correlational and descriptive designs Experimental and quasi- experimental designs Qualitative <ul style="list-style-type: none"> Case study, ethnography and grounded theory designs Mixed Method (Quantitative- Qualitative) 			



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Population and/ or Sampling			
<ul style="list-style-type: none"> Population/ participants 			
<ul style="list-style-type: none"> Reason for choosing these population/ samples 			
<ul style="list-style-type: none"> How many?/Disaggregate by sex 			
<ul style="list-style-type: none"> Sampling Technique? <ul style="list-style-type: none"> ➤ Non- probability sampling: purposive, convenience, quota, snowball, self-selection, total enumeration/population ➤ Probability Sampling: Simple Random Sampling, stratified sampling, convenience sampling, systematics sampling 			
Data Collection			
<ul style="list-style-type: none"> Tool utilized aligned with the research question 			
<ul style="list-style-type: none"> Validation 			
<ul style="list-style-type: none"> Reliability Test 			
<ul style="list-style-type: none"> Process/ procedure in collecting data 			
Data Analysis			
<ul style="list-style-type: none"> Alignment with research question 			
Ethical Issues			
<ul style="list-style-type: none"> Ethical issues cited as needed in the study 			
RESULTS AND DISCUSSIONS			
<ul style="list-style-type: none"> - Explanation, Implication, Corroboration and/ or Contradiction 			
<ul style="list-style-type: none"> Answered the first question with Explanation, Implication, Corroboration and/ or Contradiction 			
<ul style="list-style-type: none"> Answered the second question With Explanation, Implication, Corroboration and/ or Contradiction 			
<ul style="list-style-type: none"> Answered the third question with Explanation, 			



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Implication, Corroboration and/ or Contradiction			
<ul style="list-style-type: none"> Answered the fourth and other questions with Explanation, Implication, Corroboration and/ or Contradiction 			
CONCLUSIONS AND RECOMMENDATIONS			
<ul style="list-style-type: none"> Conclusion is aligned to the research question. (If there are three questions, there are also 3 conclusions-numerical Ex. Conclusion <ol style="list-style-type: none"> 			
<ul style="list-style-type: none"> Recommendation is aligned/ based on the conclusion (3 conclusion: 3 recommendations) <ol style="list-style-type: none"> 			
REFLECTION- Presents the experiences and learnings in the conduct of the research)			
Dissemination and Advocacy Plans			
<ul style="list-style-type: none"> Did it discuss how the results of the research will be disseminated, to whom and ahow? 			
<ul style="list-style-type: none"> Did it present ways on how the research will be utilized? 			
References <ul style="list-style-type: none"> ➢ Did it follow the APA 7th edition ➢ Are the references /cited in the manuscript? ➢ Are the references dated 5 years back? ➢ Are there at least 15 references or more? 			
Appendices			



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• Certification from immediate head that the research was implemented and conducted			
• Data collection instrument			
• Letter/s to management			
• Consent form			
• Assent form			
• Photodocumentations during the implementation of the research			
• Raw data of the Data Analysis			
Financial Report			



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