



Republic of the Philippines  
**Department of Education**  
 REGION I

2707-1652  
 DEPARTMENT OF EDUCATION  
 RECOGNITION REGIONAL OFFICE  
**RELEASED**  
 015546  
 By: \_\_\_\_\_ Date: JUL 23 2024

**REGIONAL MEMORANDUM**

No. 850 s. 2024

**DISSEMINATION OF THE ACTION RESEARCH TOOLKIT**

To: Schools Division Superintendents

1. The Department of Education Central Office, through the Planning Service-Policy Research and Development Division (PS-PRDD) issued Memorandum dated July 9, 2024 with regards to the dissemination of the Action Research Toolkit.
2. The toolkit aims to aid teachers and researchers with basic concepts in conducting action research and provide a venue for sharing action research practices, and utilize learning to improve teaching and learning processes.
3. The toolkit is available through the link: <https://bit.ly/ActionResearchToolkit>. Research managers across governance levels and researchers are highly encouraged to use the modules in providing technical assistance and capacity building to researchers and teachers in developing and conducting action research.
4. For further inquiries and feedback, 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.
5. For information and appropriate action.

*[Handwritten Signature]*

**TOLENTINO G. AQUINO**  
 Director IV

July 24, 2024

**TO: Assistant Schools Division Superintendent  
 Chiefs of Division (SGOD and CID)  
 Section/Unit Heads  
 All Public Elementary and Secondary Schools**

For information and guidance.

**SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY**  
 29 JUL 2024  
**RELEASED**  
 BY: \_\_\_\_\_

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324

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**Department of Education**  
 REGION I



2407-1452

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**TOLENTINO G. AQUINO**  
 Director IV

Encl: Unnumbered Memorandum (CO) PS-PRDD  
 Reference: DO 16, s. 2017 "Research Management Guidelines"

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

RESEARCH MANAGEMENT      ACTION RESEARCH      ACTION RESEARCH TOOLKIT

PPRD/steph/RM\_ActionResearchToolkit  
 July 9, 2024



Flores St., Catbangen, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324

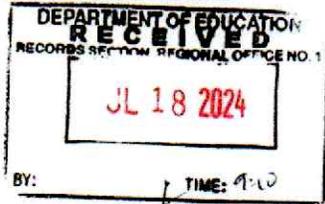
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Republic of the Philippines  
 Department of Education  
 PLANNING SERVICE

MEMORANDUM



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

**THROUGH:** *[Signature]*  
 NOLASCO A. MEMPIN  
 Undersecretary for Administration

**FROM:** *[Signature]*  
 NOEL T. BALUYAN Baluyan  
Noel  
Tamdog  
Date: 2024/07/11  
11:03:12 -12:00  
 Assistant Secretary for Administration  
 Officer-in-Charge, Planning Service

**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.



DepEd



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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.



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