



Republic of the Philippines
 Department of Education
 Region IV-A (CALABARZON)
DIVISION OF CAVITE
 Trece Martires City



November 2, 2015

DIVISION MEMORANDUM
 NO. 085, s. 2015

**DIVISION TRAINING-WRITESHOP ON THE CONDUCT
 OF ACTION RESEARCH IN BASIC EDUCATION**

TO: Assistant Schools Division Superintendent
 OIC –Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division, SGOD
 Education Program/ District Supervisors
 Elementary / Secondary School Heads

1. In line with the vision and mission of the Department of Education to enhance the culture of research among teachers, the Schools Division of Cavite will conduct a three-day live out training-writeshop on the conduct of action research in basic education on November 12-14, 2015 at Tanza Oasis Hotel and Restaurant, Brgy. Capipisa, Tanza, Cavite.
2. This training-writeshop aims to capacitate and equip teacher-researchers with knowledge and skills needed in the effective conduct of action researches in education.
3. The participants to this division-training workshop are officers of Cavite Association of Research Educators (CARE) and those who recently attended research conferences (First Luzon Conference of Basic Education Researchers – Development Academy of the Philippines – Tagaytay City and 2015 International Conference-Workshop for Teachers and Administrators – Subic, Olongapo City. *(Please see attachments)*).
4. This training-writeshop is free. Foods and snacks as well as the training supplies shall be charged to the Division Maintenance and Other Operating Expenses (MOOE). Travelling expenses of participants shall be charged against local school funds subject to usual accounting and auditing procedures.
5. The participants are requested to bring laptop and broadband during the training-writeshop. They are also expected to submit an action research proposal (with abstract) for each participant at the end of the training-writeshop.
6. Widest dissemination of the content of this Memorandum is desired.

Attachment A – List of Participants

3-DAY DIVISION TRAINING -WRITESHOP ON ACTION RESEARCH IN BASIC EDUCATION

No.	NAME OF PARTICIPANTS		POSITION	SCHOOL	DISTRICT
1	ADRIANO	ARE ABA	R. EPSA	ALS	Division of Cavite
2	ALLADA	ALICE	Head Teacher	GMATHS	GMA
3	ALVAREZ	CECILIA	A. PSDS	Carmona	Carmona
4	ANIMAS	PRUDENCIO	M. Principal IV	GFMNHS	Gen. Trias
5	APAY	FAMIE	Principal	Rosario NHS	Rosario
6	ARANZANZO	ANNA MARIE	Principal	Indang CES	Indang
7	ARVISU	OFELIA	B. Principal	Capipisa E/S	Tanza
8	ATAS	GREGORIA	S. Principal II	Trece Martires City	TRECE MARTIRES CITY
9	ATENDIDO	ANA ROSE	B. EPSA	ALS	Division of Cavite
10	AURE	ELMA	P. EPSA	ALS	Division of Cavite
11	AURE	HELEN	Principal	Trece Martires City ES	Trece Martires City
12	AUSTRIA	CRISTINA	Principal	Munting Ilog NHS	Silang
13	BARRERA	MARISSA	Master Teacher I	Rosario ES	ROSARIO
14	BATACLAN	DONATO	A. School Head	Alfonso, Cavite	Alfonso
15	BATUHAN	MAY	Principal I	San Gabriel III E/S	GMA
16	BAUTISTA	ROSARIO	Master teacher II	Noveleta	Noveleta
17	BAYAN	EDNA	M. Principal	Putingkahoy ES	SILANG
18	BAYLA	SALOME	P. Principal	San Gabriel I ES	GMA
19	BAYOT	EDNA	A. PSDS	General Trias I MES	General Trias
20	BELLO	SHIELA	Head Teacher III	Ramires E/S	Magallanes
21	BENCITO	GINA	C. Principal	Guyongguyong ES	Gen. Emilio Aguinaldo
22	BISA	ELIAQUIM	Master Teacher I	Cavite NSHS	Maragondon
23	BOBADILLA	ROWENA	A. PSDS	Maragondon	Maragondon
24	BUENDIA	JOIE	E. Principal	Mabulo ES	Kawit
25	BUTAWAN	JOSEPH	Teacher	Bulihan NHS	Silang
26	CABAUATAN	RODOLFO	T. Principal	Maguyam ES	Silang
27	CADIMAS	ALVIN	Principal	San Miguel	Maragondon
28	CATACUTAN	EDELISA	M. PSDS	Tanza	TANZA
29	CHAVEZ	AIRES RIO	Teacher	Bagbag NHS	Rosario
30	CLIMACOSA	RAY	MOBILE TEACHER	NAIC	Naic
31	CONTRERAS	JOCELYN	Principal	Maharlika ES	Tagaytay City
32	CORDEZ	BRENDALEE	Teacher I	Tanza NCHS	Tanza
33	CORTEZ	RUFINA	Principal	Amadeo NHS	Amadeo
34	COSTA	FLORENCIO	C. Principal	Ternate NHS	TERNATE
35	CREUS	MARK AARON	Teacher I	Lalaan CS	Silang
36	CRUZ	FELINDA	Principal	Bailen	Gen. Emilio Aguinaldo
37	DE GUZMAN	CELESTE	Head Teacher	F. De Castro E/S	GMA
38	DE LEON	ELSA	O. PSDS	Naic	Naic
39	DELA CRUZ	MARCELA	A. PSDS	Maragondon	MARAGONDON
40	DOLATRE	ESTRELITA	M. Head Teacher	Lumampong NHS	Indang
41	DOLLIENTE	LAARNI	Master teacher I	GMATHS	GMA
42	ERSANDO	ROWENA	Master Teacher	Kayquit ES	Indang
43	ESCOBER	CLETA	Master Teacher I	Alfonso E/S	Alfonso
44	ESGUERRA	ERNESTO	Principal	San Gabriel II ES	GMA
45	FAMORCAN	REA	C. Principal	Julugan ES	Tanza
46	FRANCISCO	ALICIA	P. Principal	Calubcob E/S	Silang

51	LAFORTEZA	ANABEL		Principal	Mendez CS	Mendez
52	LEGASPI	MA. JOVY		PSDS	Felipe Calderon ES	Tanza
53	LINCALLO	CARMENCITA	V.	Principal	Anuling E/S	Mendez
54	LOYOLA	BELINDA		Principal	Noveleta NHS	Noveleta
55	LUBIGAN	MAGDALENO		Principal III	Tagaytay City Science NHS	Tagaytay
56	LUNA	EDWIN		Head Teacher	ASHI	Tanza
57	MATEL	FELISA		EPS II- ALS	ALS	Division of Cavite
58	MEDINA	JESUSITA		Principal I	Juliano C. Brosas E/S	Gen. Trias
59	MIRA	MA. ELIZABETH	C	Principal	Iba ES	Silang
60	MIRANDA	LORENA	V.	Principal	Maragondon NHS	Maragondon
61	MOJICA	GLORIA	R.	PSDS	Ternate	TERNATE
62	MOJICA	ERNESTO		Principal	Salcedo ES	Noveleta
63	MONZAGA	JOSEPHINE		Principal	Sunny Brooke ES	General Trias
64	NORCIO	MILAGROS		PSDS	Alfonso	Alfonso
65	OCAMPO	ODILON	B.	Principal	Banaba Cerca E/S	Banaba
66	ODVINA	MYRNA		Principal	Silangan ES	Rosario
67	ORTEGA	NOEL		Principal	Milagros ES	Carmona
68	PANGANIBAN	BUENAFE		Head Teacher	Amadeo NHS	Amadeo
69	PENA	GREGORIA		Teacher III	Ciudad de Nuevo	Naic
70	PENALBA	AMELITA		PSDS	Amadeo	Amadeo
71	PERENA	RONALD		Head teacher/OIC	Trece Martires City	Trece MARTIRES CITY
72	PEREY	RUBEN		Principal	Palangue 2 ES	Naic
73	PEROCHO	LORNA		Master teacher I	Noveleta	Noveleta
74	QUINTOS	EMILY	R.	EPS	Division Office	Division of Cavite
75	RAMOS	MARCOS	I.	PSDS	Indang	Indang
76	RECTO	DEMETRIO JR.		Principal	Javalera ES	Gen. Trais I
77	RODIL	MARISA		Teacher		TRECE MARTIRES CITY
78	ROSOPA	ALDRIN	O.	Principal	Munting Mapino ES	Naic
79	SALAZAR	MERCELITA	P.	Principal	Tagaytay CS	TAGAYTAY
80	SALES	DONNA JEAN		Principal		TRECE MARTIRES CITY
81	SAMSON JR	JOSE		Principal	Cavite NSHS	Tagaytay
82	SIDOCON JR	FELINO		Principal	Naic CS	Naic
83	SOBERANO	RIZA		Master Teacher II	Bucal NHS	Maragondon
84	SOLOMON	EVELYN		Head Teacher		Gen. Trias
85	SUAYAN	MA. NEZY		AO	TMCNHS	Trece Martires City
86	SUMAGUI	BERNADETTE		Principal	Lumil NHS	Silang
87	TEJIDOR	RENIEL PATRICK		Planning Officer III	Div. Office	Division of Cavite
88	TELMO	EDILBERTO		Principal	Daine E/S	Indang
89	TOLENTINO	JULIE	S.	Teacher	Silang West ES	SILANG
90	TOLENTINO	JEAN		Principal	FVR ES	General Mariano Alvarez
91	TOLENTINO	DIANNE INDY		Principal	Tagaytay City CS	Tagaytay City
92	TOPACIO	DIANA		PSDS	Rosario ES	Rosario
93	VALLEJO	LORNA		Principal	Gregoria F. Fojas ES	Tanza
94	VARIAS	JOHN EDCEL		Teacher I	Cavite NSHS	Maragondon
95	VEJERANO	FELINDA		Principal	Mendez C/S	Mendez
96	VERGARA	JOSEFINA				
97	VIDALLON	ANNIE		Master Teacher	Amadeo NHS	Amadeo
98	VILLANUEVA	MARLYN		EPSA	ALS	Division of Cavite
99	VILLANUEVA	THELMA		Head Teacher /OIC	Rosario NHS	Rosario
100	VIÑEGAS	LUIS	G.	Principal III	San Jose Comm HS	GMA

Attachment C – Assignments and Terms of Reference

3-Day Division Training-Writeshop on Action Research in Basic Education

Executive Committee and Technical Working Groups

Executive Committee

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

EDITHA M. ATENDIDO, Ed. D.
Assistant Schools Division Superintendent

DAIZY Z. MIRANDA, Ed. D.
OIC, Office of the Schools Division Superintendent
Chief-School Governance Operations Division

JONATHAN S. JIMENEZ
Overall Chairman

ALLAIN B. ALVAREZ
Vice Chairman

Members:

Dr. Romeo C. Endraca
Dr. Estrelita M. de Vera

1.0 The Executive Committee shall:

- 1.1. Serve as the overall decision and policy making body in coordination with the technical working group.
- 1.2. Conduct meeting and orientation of the Terms of Reference of each Technical and Working Committees.
- 1.3. Monitor the planning timeline (pre-planning, planning, and post-planning stage).
- 1.4. Provide technical assistance to each working group.

WORKING COMMITTEES

COMMITTEE ON REGISTRATION

Chairman: MARLENE P. PANGANIBAN

Members:

MIGNON CECILE M. MANGOBA
HAZEL P. CASTRO

Terms of Reference:

The Committee shall be responsible for:

3. Providing the Committee on Certificates with the accurate spelling of names of the participants.
4. Maintaining an open line of communication between and among other working committees.

SECRETARIAT/ COMMITTEE ON COMMUNICATION

Chairman: RENIEL PATRICK S. TEJIDOR

Members:

MARLYN D. VILLANUEVA
ANNA ROSE B. ATENDIDO

Terms of Reference:

The Committee shall be responsible for:

1. Coordinating with the Trainers from time to time before the actual training day.
2. Orienting the trainers about the Training – i.e. venue, access to transportation, technical requirements, etc.
3. Reporting with the Executive Committee the progress of preparations for the training and all matters pertaining to the conduct of the training.
4. Providing supplies and other necessary materials during the conduct of the training.
5. Maintaining an open line of communication between and among other working committees.

COMMITTEE ON CERTIFICATES:

Chairman: GINA B. DULCE

Members:

MARY ANN B. GATPANDAN
FELISA C. MATEL

Terms of Reference:

The Committee shall be responsible for:

1. Designing Certificates of Participation for the participants and Certificate of Recognition for Trainers.
2. Printing certificates of appearance, participation, and recognition.
3. Ensuring that the names of the participants to be printed on the Certificates of Participation are counter-checked with the Committee on Registration.
4. Awarding the Certificates of Recognition to Trainers and tokens.
5. Maintaining an open line of communication between and among other working committees.

COMMITTEE ON PROGRAMS AND INVITATION:

Chairman: THERESA C. BAUTISTA

Terms of Reference:

The Committee shall be responsible for:

1. Designing the Invitation Program and seeking the approval of the design from the Executive Committee.
2. Uploading the approved invitation program to the Division Facebook group.
3. Facilitating the Opening Program and Closing Program
4. Maintaining an open line of communication between and among other working committees.

COMMITTEE ON ACCOMODATION:

Chairman: JEAN GALLARDO

Members:

**RHEA RAMBULAN
MARY ANGELIC P. FEDEROSO**

Terms of Reference:

The Committee shall be responsible for:

1. Welcoming and assisting the trainers and guests upon their arrival at the training venue.
2. Providing the trainers and guests their food and refreshments during the entire duration of the training.
3. Ensuring that genuine expression of hospitality will be extended to the trainers and guests during the training.
4. Orienting the participants about the use of and available facilities at the training venue.
5. Maintaining an open line of communication between and among other working committees.

COMMITTEE ON FOODS AND REFRESHMENTS:

Chairman: RHEA ESCALANTE

Members:

**ABEGAIL AREVALO
JASMIN SAMBRANO**

Terms of Reference:

The Committee shall be responsible for:

1. Coordinating with the catering service about the food and refreshments intended for participants, trainers, and guests.
2. Maintaining an open line of communication between and among other working committees.

FACILITATORS:

**LORENA L. ARCA
GINA B. DULCE
ALLAIN B. ALVAREZ
MARY ANN B. GATPANDAN**

Terms of Reference:

The Facilitators shall be responsible for:

1. Checking the availability of sound system to be used by the trainers during the course of their lectures and writeshops.
2. Serving as moderators during the writeshops and discussions.
3. Managing the time allotted for each Lecture.
4. Getting the bio-note and introducing the trainer.
5. Assisting the trainers during the course of the training.
6. Getting the e-copies of the trainers' lectures and providing the panelists with the e-copies to be used during the presentation of outputs.

PANELISTS:

**DR. IRMA O. EJANDA
DR. ELSA O. DE LEON
DR. ESTRELITA M. DE VERA
DR. ROMEO E. ENDRACA
DR. CARMENCITA P. TOSCO**

Terms of Reference:

The Panelists shall be responsible for:

1. Providing feedbacks and/or critiquing of the research exemplars prepared by the participants assigned to them.
2. Providing the participants with the e-copies of the presentations/lectures of the trainers to serve as their references.
3. Providing valuable suggestions on how the research exemplar presenter/s can improve their research works.

Attachment B to Division Memorandum No. _____, s. 2015 - Division Training Write-Shop on Action Research in Basic Education

TIME	DAY 1	OUTPUT	DAY 2	OUTPUT	DAY 3	OUTPUT
7:00 – 8:00	Registration					
8:00 – 8:30	Opening Program					
8:30 – 9:00	#ResearchPushPaMore CERRYLOU D. DE MESA OIC, Schools Division Superintendent					
9:00 – 10:00	Strengthening the Culture of Research in the Advent of the K to 12 Curriculum Contents: <ul style="list-style-type: none"> DepEd Order No. 43, s. 2015 - Revised Guidelines for the Basic Education Research Fund (BERF) Setting and Adopting the Division Research Agenda 2020 (Research Committee, Online Research Journal, and Future Plans) Action Research Outline / Format DR. EDITHA M. ATENDIDO Asst. Schools Division Superintendent		Research Methods in Action Research (Part I) Contents: <ul style="list-style-type: none"> Sampling Techniques IVAN BRIAN INDUCTIVO CHED Regional Research Council Coordinator – Region IV-A	Research Proposal (with sampling techniques)	Setting the Action Research Wheels in Motion (Part I) Contents: <ul style="list-style-type: none"> Preparation and Development of an Effective Action Research Work Plan and Action Plan TESS PAREJA De La Salle University- Dasmariñas	Action Work Acti
10:00 – 10:20	HEALTH BREAK		HEALTH BREAK		HEALTH BREAK	

10:20 – 11:20	<p>The NICK (Needs, Issues, Concerns, and Knowledge Gaps) Analysis of a Problem (Part I)</p> <p>Contents:</p> <ul style="list-style-type: none"> • Introduction to Action Research: Skills and Processes 	Research Topic with Assumptions	<p>Research Methods in Action Research (Part 2)</p> <p>Contents:</p> <ul style="list-style-type: none"> • Data collection and management (includes formulation of research instrument) 	Research Proposal (with data collection and management procedures)	<p>Setting the Action Research Wheels in Motion (Part II)</p> <p>Contents:</p> <ul style="list-style-type: none"> • Preparing Cost Estimates • Research Funding and Sourcing 	Action Finan
11:20 – 12:00	<p>JONATHAN S. JIMENEZ Project Development Officer II – CID</p>		<p>IVAN BRIAN INDUCTIVO CHED Regional Research Council Coordinator – Region IV-A</p>		<p>TESS PAREJA De La Salle University- Dasmariñas</p>	
12:00 – 1:00	<p>Workshop</p>		<p>Workshop</p>		<p>Workshop</p>	
1:00 – 2:00	<p>The NICK (Needs, Issues, Concerns, and Knowledge Gaps) Analysis of a Problem (Part II)</p> <p>Contents:</p> <ul style="list-style-type: none"> • Writing the Context and Rationale of the Research • Reviewing Related Literature and Studies Research • Documentation Procedures (includes discussion about the manual of styles) <p>JONATHAN S. JIMENEZ Project Development Officer II – CID</p>	<p>Research Proposal (Rationale and Review of Related Literature and Studies)</p>	<p>Research Methods in Action Research (Part 3)</p> <p>Contents:</p> <ul style="list-style-type: none"> • Addressing Ethical Issues in Action Research <p>IVAN BRIAN INDUCTIVO CHED Regional Research Council Coordinator – Region IV-A</p>	<p>Research Proposal (where ethical issues has been addressed)</p>	<p>Presentation of Research Outputs (20 minutes per presenter, 1:00 – 3:30)</p> <p>Group 1 – 25 participants</p> <p>Panelists: Dr. Estrelita M. de Vera Dr. Elisa O. de Leon</p> <p>Group 2 – 25 participants</p> <p>Panelists: Dr. Carmencita P. Tosco Dr. Irma O. Ejanda</p>	<p>Res Exe</p>

2:00 – 3:00	Writeshop		Writeshop		HEALTH BREAK
3:00 – 3:30	HEALTH BREAK		HEALTH BREAK		
3:30 – 5:00	<p>The NICK (Needs, Issues, Concerns, and Knowledge Gaps) Analysis of a Problem (Part III)</p> <p>Contents:</p> <ul style="list-style-type: none"> Formulating Research Questions Setting Parameters (Scope and Limitation) <p>JONATHAN S. JIMENEZ Project Development Officer II- CID</p>	<p>Research Proposal (with Research Questions, Scope, and Limitation)</p>	<p>Research Methods in Action Research (Part 2)</p> <p>Contents:</p> <ul style="list-style-type: none"> Data Analysis and Reporting <p>IVAN BRIAN INDUCTIVO CHED Regional Research Council Coordinator – Region IV-A</p>	<p>Research Proposal (with data analysis and reporting procedures)</p>	<p>Presentation of Research Outputs (Continuation)</p> <p>Group 3 – 25 participants</p> <p>Panelists: Emily R. Quintos Winifreda S. Diquit</p> <p>Group 4 – 25 participants</p> <p>Panelists: Dr. Romeo E. Endraca Dr. Eduarda M. Zapanta</p>
	Writeshop		Writeshop		Closing Program (3:30 – 4:00)
	<p>Facilitator/s: Lorena L. Arca Allain B. Alvarez</p>		<p>Facilitator/s: Mary Ann B. Gatpandan Gina B. Dulce</p>		<p>Facilitator/s: Allain B. Alvarez Mary Ann B. Gatpandan</p>