



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY



DIVISION MEMORANDUM

No. 008, s. 2020

**RELEASED**  
 DEFED  
 DATE: 1-15-2020  
 BY: SOB  
 P 0224

To: Asst. Schools Division Superintendent  
 Chiefs of the CID and SGOD  
 All Public School District Supervisors  
 Concerned School Heads/Principals/Designates  
 Concerned Teachers and Non-Teaching Personnel

From: *Maria Celia Junio-Fernandez*  
**MARIA CELIA JUNIO-FERNANDEZ, Ed.D, MDM-SEC**  
 Schools Division Superintendent

Date: January 14, 2020

**Subject: SCHEDULE OF 2<sup>nd</sup> BATCH OF ORAL PRESENTATION FOR FY 2020 ARs and SUBMISSION OF COMPLETED ACTION RESEARCH FINAL REPORT AS REQUISITE FOR CERTIFICATION**

- 1) Relative to the conduct of oral presentation of submitted Action/Basic researches by teachers and non-teaching personnel, a second batch of Schools Division Research Committee Evaluation will be held on **Thursday, January 16, 2020 at the Dagupan City National High School Principal's Office from 9:30 a.m. – 12:00 noon with a 5-minute presentation to be required from all concerned proponents using a Ppt (see highlighted box below for list of teacher-proponents).**
- 2) Additionally, all presenters who finished their Oral Defense last December 16-17, 2020 are required to submit their revised ARs integrating the comments of the SDRC and following the format signatories using the format shown in this memorandum **on or before January 27, 2020** and are advised to proceed with their workplan. **Others who were recommended to recast their title are also expected to submit their new AR.**
- 3) For **completed AR/Basic researches in recent year, including those approved for BERF FY 2018** and all concerned are advised to submit 3 copies in soft bound their output with the following color coding and insert all pertinent documents such as MOVs, permit to conduct AR, certification if received and other appendices before certification may be issued.
  - BERF 2018 (completing until IMRAD Phase 2) – Red
  - ARs Division level - White

**LIST OF ACTION RESEARCH PROPONENTS FY 2020**

Name	School
Jenjen E. Ferrer Joan A. de Vera Madonna T. Abalos Bella A. Ducusin Herminia A. Domasing	Carael Elementary School
Anthony Romnick B. Junio Dennis A. Solis Dr. Isabelita N. Daroya	DCNHS – JHS
Arnulfo M. Tirao Myla D. Mejia Charmesh D. Valdez Mary Grace B. Napenas and Marianne T. Gural Dean Daryl Canete	<b>2<sup>nd</sup> batch – January 16, 2020</b> DCNHS – SHS (Principal's Office) December 16, 2019 1:30 p.m. – 5:00 p.m.

**RECEIVED**  
 DATE: 1/15/2020  
 TIME: 9:40  
 SYNANTE B. INFANTE  
 IT OFFICER



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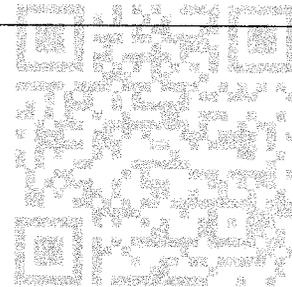
Louie U. Ubando and Liberta S. Bautista Melmar A. Ferrer George Casilang Jennifer D. Chung Filemon C. Rivo Paul Michael P. Felstead Salvacion S. Malanum	Bonuan Boquig National High School
Cherry E. Carlos and Romelita B. dela Cruz Aileen Q. Cortez	Federico Ceralde Integrated School
Janila Jane E. Arce Marjorie R. Cervantes	Lomboy Es Pugaro Integrated School
Rasaver Doctoliro Richard Cayabyab Ceryl Joy Santos Analiza Cacayurin Jesusa Moreno Maria Josefa Caguioa Reagan de Guzman	Judge Jose de Venecia Sr. TVSS  ECIS



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**PERMIT TO CONDUCT ACTION/BASIC RESEARCH**

Date

**MARIA CELIA JUNIO-FERNANDEZ, EdD, MDM-SEC**  
 Schools Division Superintendent  
 Schools Division Office Dagupan City

**Thru: DR. LOURDES D. SERVITO**  
 Chair, Schools Division Research Committee

**Dear Madam:**

I am writing to request permission to conduct a research study entitled:  
 \_\_\_\_\_ . I am a (position) from (school).

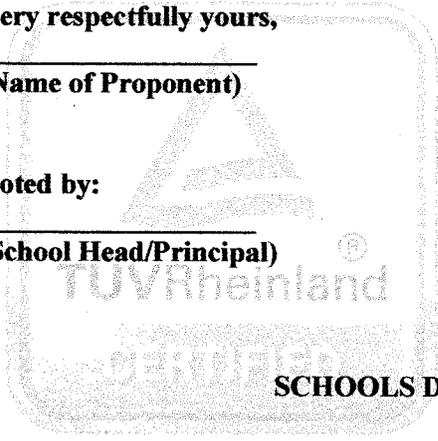
Thank you very much.

Very respectfully yours,

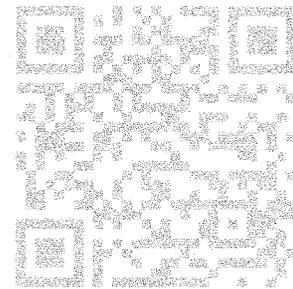
\_\_\_\_\_  
 (Name of Proponent)

Noted by:

\_\_\_\_\_  
 (School Head/Principal)



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**SCHOOLS DIVISION RESEARCH COMMITTEE**

Reviewed by:

\_\_\_\_\_  
 SEPS Planning and Research

\_\_\_\_\_  
 Education Program Supervisor  
 (Subject Area)

**VENUS MARIA SM. ESTONILO**  
 Chief Education Program Supervisor – CID

**MARIA LINDA R. VENTENILLA**  
 Chief Education Program Supervisor – SGOD

**RECOMMENDING APPROVAL:**

**DR. LOURDES D. SERVITO**  
 Asst. Schools Division Superintendent

**APPROVED:**

**MARIA CELIA JUNIO-FERNANDEZ EdD, MDM-SEC**  
 Schools Division Superintendent

## **ANNEX 6: Minimum Requirements of Completed Research Report**

### **A. COMPLETED BASIC RESEARCH TEMPLATE**

- I. Title
- II. Abstract
- III. Acknowledgement
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Scope and Limitation
- VIII. Research Methodology
  - a. Sampling
  - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References
- XII. Financial Report

### **B. COMPLETED ACTION RESEARCH**

- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
- VIII. Discussion of Results and Reflection
- IX. Action Plan
- X. References
- XI. Financial Report