DEPARTMENT OF EDUCATION
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Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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Office of the Schools Superintendent 101426574

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
All Public Elementary & Secondary School Heads
All Others Concerned

Date : October 13, 2026

From : **NYMPHA D. GUEMO**
Schools Division Superintendent

Subject : **SUBMISSION OF RESEARCH PROPOSALS**

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1. In view of the activity conducted titled: "*Writeshop in the Preparation of Action Research*" last September 9-11, 2026 this office would like to follow-up and remind the participants of their submission of the research proposals as output of the said activity. Submission due date will be on October 22, 2026 at the Planning & Research Unit.

2. Attached are the parts and inclusions of the action research proposal.

3. For information, dissemination and guidance of all concerned.

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Minimum Requirements of the Research Proposal

A. Action Research

I. Context & Rationale

II. Research Questions

III. Proposed Innovation, Intervention, & Strategy

IV. Action Research Methods

a. Participants /or Other sources of Data & Information

b. Data Gathering Methods

c. Data Analysis Plan

V. Work Plan & Timelines

VI. Cost Estimates

VII. Plans for Dissemination & Utilization

VIII. Reference

Parts	Key Elements
I. Context & Rationale	• 1st paragraph should be the idea of the researcher • General description of the context of the problem identified from international to local • Identified the issue/gap that leads to the conduct of the study • Literature to support claims or statements provided in the rationale (at least 1 or 2 or more) • Aims, objectives, subjects and those who will benefit from the study included
II. Action Research Questions	• Identify the problem/s which will be addressed by the research in terms of testing an idea, trying out solutions to a problem, or creating a new procedure or system. • Mention the main research problem in the introductory statement. Then, proceed with the specific questions arranged in a logical order and numbered properly. • Ensure that the questions are aligned with the purpose of the study and that the effect of the intervention can be measured. • Convey clearly in the questions the desired change or improvement. • Include a hypothesis statement in the closing paragraph, if applicable.
III. Proposed Innovation, Intervention & Strategy	• Should address and must be aligned w/ the problem. • Discuss the innovation, intervention, or strategy to be tried out to address the issue or research problem. Mention its title and/or description. • Clarify the activities to be undertaken in the planned solution. Define the step-by-step procedure when necessary. • Explain in detail the rationale, extent, and limitation of the planned solution. Give support to its plausibility as a way to address the problem. • Outline when and where the intervention will be implemented, and who will be involved. • Enumerate the needed resources. • Provide sample

IV. Research Methods	**A. Participants and/or other Sources of Data and Information** • State the target participants and/or other sources of data and information (e.g. learners, teachers, documents, learners' products, etc.). • Specify the number of people involved. • Describe the characteristics of the participants/sample. • Explain the sampling procedure to use. • Establish a clear rationale for the participants' inclusion in the study, including selection criteria.
	B. Data Gathering Methods • Detail the procedures for data collection. • Prove why the selected data gathering method is suited to the nature and purpose of the research. • Describe the type/s of data to gather, as well as how and when they will be gathered (e.g. pretest and posttest scores). • Ensure that the method to use is aligned with the action research questions • Describe the research instrument and explain its appropriateness for obtaining the desired type/s of data, e.g. test. • Include a plan for validation and/or pilot-testing of the research instrument prior to actual administration
	C. Data Analysis Plan • Discuss clearly the research method to apply in analyzing the data collected, e.g. quantitative. • Explain how the data will be organized, analyzed, interpreted, and reported. • Describe the statistical tool to use, if applicable. • Illustrate that the selected method of data analysis is appropriate to the nature of data collected and for addressing the research questions.
V. Work Plans and Timelines	• Indicate the major milestones with specific activities of your proposed research. A ghantt chart offers an advantage in visualizing your timeline

VI. Cost Estimates	• Write a detailed breakdown of expense items with their corresponding costs
VII. Discussion of Results & Reflection	• This part discussed the analysis and interpretation of the data collected in the study
VIII. Plans for Dissemination & Utilization	• Discuss how will you disseminate & utilize the outcomes of your research in a wider community & for specific group of people, teachers, students, parents or other stakeholders that may benefit from the results of your study. • Enumerate all dissemination and utilization activities upon completion of the study. • Include time estimates for each activity; enclose in parentheses, e.g. Presentation in a research conference (1 day).
IX. References	• Follow the American Psychological Association (APA) format, 7th edition. • Cite at least 5 years past • At least 15 & above references

Forms & Style

Font: Arial, Aize11

Spacing: Double space except tables 23 lines per page

Margins: 1.5 left; 1 inch left

Pagination: Lower right corner

Paper: A4