CI-Based Action Research

Guidelines

for SY 2015-2016 onwards

A Format for CI-Based Action Research Proposal

❖ **Title Page (AR Title, Proponent/s, School/ District)**

❖ **Approval Sheets**

> **Approval Forms (refer to DM #236, s.2015. Modify the previous format as reflected in DM #156, s.2015)**

> **Consent Forms (DM #156, s.2015)**

❖ **Table of Contents**

> **I- School/District/Division Problems (Stage 1)   II- Research Process [Stage 2 (steps 5-7)]**

❖ **References Cited**

❖ **Appendices**

❖ **Instruments to be used**

❖ **Approved Request Letters**

❖ **CI-Based Action Research Implementation Plan**

❖ **Gantt Chart**

❖ **Formatting**: Font size: 12, Font style: Arial; Spacing: Double-space; Paper Size:8.5"x11"; Margins: Left-side: 1.25"; right, upper & bottom: 1"

I. School/District/Division Problems (Stage1)

➢ Provide a description of your identified classroom/district/division problems.
➢ How did you identify the classroom/district/division problems?
➢ Describe the students who were affected and possible causes of the problem?
➢ What were the goals for improvement?

II- Research Process

   Stage 2 (steps 5-7)

➢ Provide a detailed description of your research process.

➢ What was your research question?

➢ What Instructional strategies or practices were implemented that were aligned to the classroom/district/division problems?

➢ Describe your implementation.

CI-Based Action Research Implementation Plan

Stages/ Steps	Activity	Target Output	Timeline		Persons Responsible	Resources
			Starting Date	Completion Date		
Stage 1, Assess						
1	Get Organized					
2	Talk with customers					
3	Walk the process					
4	Focused Problem Statement					
Stage 2, Analyze						
5	Do Root Cause Analysis					
6	Develop Solution					
7	Finalize Improvement Plan					
Stage 3, Act						
8	Pilot Solution					
9	Roll-out solution					
10	Check Progress					

You can innovate this!

Prepared by: Proponent/s   School/District/Division Section/s

A Format for Reporting Final CI-Based Action Research Paper

❑ **Title Page (AR Title, Proponent/s, School/ District)**
❑ **Approval Sheets**
   Approval Form   **(refer to DM #236, s.2015. Modify the previous format as reflected in DM #156, s.2015)**
      Consent **Form**   **(DM #156, s. 2015)**
❑ **Abstract**
❑ **Table of Contents**
       I- School/District/Division Problems [Stage 1]
       II- Research Process [Stage 2 (steps 5-7)]
       III- Data Collection and Analysis (Stage 3, S8-S10)
       IV- Taking Action (Stage 3, S9-S10)
       V- Professional Reflection
❑ **References Cited**
❑ **Appendices**
❑ **Instruments Used**
❑ **Approved Request Letters**
❑ **CI-Based Action Research Implementation Plan**
❑ **Gantt Chart**
❑ **Formatting**: Font size: 12, Font style: Arial; Spacing: Double-space; Paper Size:8.5"x11"; Margins: Left-side: 1.25"; right, upper & bottom: 1"

I- School/District/Division Problems (Stage 1)

❖ Provide a description of your identified classroom/district/division problems.

❖ How did you identify the classroom/district/division problems?

❖ Describe the students who were affected and possible causes of the problem?

❖ What were the goals for improvement?

II- Research Process

   [Stage 2 (steps 5-7)]

❖ Provide a detailed description of your research process.

❖ What was your research question?

❖ What Instructional strategies or practices were implemented that were aligned to the classroom/district/division problems?

❖ Describe your implementation.

III- Data Collection and Analysis (Stage 3, S8-S10)

❖ Provide a narrative summary of your collected and analyzed data.

❖ If appropriate, please include graphs and tables to accompany the narrative summary.

❖ Include templates of your data collection sources as well as student samples.

IV- Taking Action
(Stage 3, S9-S10)

❖ Provide a summary of your decisions based on your analyzed data.

❖ What are your next steps?

❖ Do you need to continue or revise your action research using same procedures?

❖ Were you satisfied with your results and ready to investigate new concerns?

V- Professional Reflection

❖ As an action researcher, what did you learn through this process?
❖ How did conducting action research impact your task/duty/responsibility?

If school level (Principle 1 –Leadership and Governance, for school heads only)

APPROVAL SHEET
(Proposal)

This CI-Based Action Research, entitled **" (Title of the Study) "**, prepared and submitted by **"Name of Researcher/s"** has been examined and recommended for acceptance and approval.

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CI-BASED ACTION RESEARCH PANEL OF EXAMINERS

_____   _____
School Research Coordinator   **Public Schools District Supervisor**

_____
EPS (Monitoring Supervisor)

Sources: DM #156 s.2015 & DM #237 s. 2015

If District level (Principle 1 –Leadership and Governance, for school heads only)

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School Research Coordinator   **Public Schools District Supervisor**

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EPS (Monitoring Supervisor)

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School Research Coordinator   **Public Schools District Supervisor**

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EPS (Monitoring Supervisor)   **ASDS**

Sources: DM #156 s.2015 & DM #237 s. 2015

If Regional level (Principle 1 –Leadership and Governance, for school heads only)

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School Research Coordinator   **Public Schools District Supervisor**

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EPS (Monitoring Supervisor)   **ASDS**

_____   _____

SDS   **RD**

Sources: DM #156 s.2015 & DM #237 s. 2015

If school level (Principle 2 –Curriculum and Learning, for teachers only)

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School Research Coordinator   **School Head**

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School Research Coordinator	**School Head**
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Public Schools District Supervisor	**EPS (Monitoring Supervisor)**

Sources: DM #156 s.2015 & DM #237 s. 2015

If school level (Principle 3 –Continuous Improvement , for CID Personnel only)

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CI-BASED ACTION RESEARCH PANEL OF EXAMINERS

JEAN T. LOQUILLANO, PhD   **RAUL A. DECHOSA, PhD**
SEPS for M&N   **SEPS for M&E**

JOEL D. POTANE, PhD
SEPS-PRS/Division Research Coordinator

REYNALDO E. MANUEL JR., PhD., CESE
Assistant Schools Division Superintendent

Sources: DM #156 s.2015 & DM #237 s. 2015

If district level (Principle 3 –Continuous Improvement , for CID Personnel only)

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REYNALDO E. MANUEL JR., PhD., CESE
Assistant Schools Division Superintendent

If division level (Principle 3 –Continuous Improvement , for CID Personnel only)

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Assistant Schools Division Superintendent

Sources: DM #156 s.2015 & DM #237 s. 2015

If district level (Principle 4 – Resource Management , for SGOD & OSDS Personnel only)

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Sources: DM #156 s.2015 & DM #237 s. 2015

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Assistant Schools Division Superintendent

Sources: DM #156 s.2015 & DM #237 s. 2015

At All Levels/Principles

APPROVAL SHEET
(Final CI-Based AR Paper)

This CI-Based Action Research, entitled **" (Title of the Study) "**, prepared and submitted by **"Name of Researcher/s"** has been examined and recommended for acceptance and approval.

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CI-BASED ACTION RESEARCH PANEL OF EXAMINERS

JEAN T. LOQUILLANO, PhD
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Assistant Schools Division Superintendent

Note: Append the Approval Sheet –Proposal in submitting the Final Paper