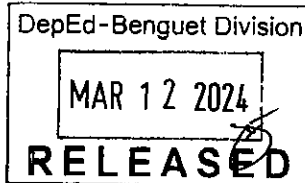




Republic of the Philippines
Department of Education
Schools Division of Benguet



11 March 2024

DIVISION MEMORANDUM
No. 091, s. 2024

Writershop on Action Research in Kindergarten Education Program

To: Chief Education Program Supervisors for CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Schools District In-charge
Elementary and Secondary School Heads
All Others Concerned

1. To generate research-based data on Kindergarten Education Program (KEP) and ensure the implementation of researches in kindergarten education program being one of the activities identified in the Division Annual Implementation Plan of the Schools Division of Benguet for fiscal year 2024, a writershop on action research will be conducted by the Schools Division of Benguet on March 15, 2024, from 8:00 AM to 5:00 PM at the SDO Adivay Hall, Wangal, La Trinidad, Benguet.
2. The activity aims to orient and assist the participants in the conduct action research on kindergarten education program in their respective stations.
3. Participants in this activity are identified in **Enclosure 1** of this memorandum. They are required to submit their perceived research gap and target interventions to Erlinda C. Quinuan, Division Coordinator of Kindergarten Education through messenger or DepEd email @ erlinda.quinuan@deped.gov.ph on or before March 12, 2024.
4. Each participant shall also bring their laptop and extension wires for their writershop activity. They are also encouraged to make a draft following the attached format in **Enclosure 2** for easier facilitation of their research proposal output in this workshop.
5. Lunch and snacks of the SDO personnel and other members of the technical working group involved in this training will be personal while participants from the field/schools may charge their meals, transportation, and other



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expenses against local funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this memorandum to all concerned personnel is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

CID-IM/ RAC/mcob/ccq/ 



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Enclosure 1 to SDO Memo _____ S. 2024- Writeshop on Action of Research in Kindergarten Education Program (KEP)

Participants to the Writeshop on Action of Research in KEP

No	Name	Position	School	District
1	Julie Sal-oen	T 3	Celo Haight ES	Atok
2	Eillen Ognaden	T1-	Ketagan Cabatan ES	Bakun
3	Maredony A. Lamsis	T3	Pidile ES	Bokod
4	Eloisa Lamyongen	T3	Pugo-James Mocate ES	Buguias
5	Jocelyn T. Camoda	T3	Ucab ES	Itogon 1
6	Vena Luz B. Paydoan	T3	Virac IS	Itogon 2
7	Gemalyn Pinas	T 3	Ubod ES	Kapangan
8	Gemma Diclas	T3	Legleg ES	Kibungan
9	Raquel Manuel	T3	Buyagan ES	La Trinidad
10	Daisy Canuto	T3	Mantiyeng ES	Mankayan
11	Pastora Cosisi	T3	Yabyabuan ES	Sablan
12	Jenny Mariel B. Dawadao	T 1	Tawangan ES	Kabayan
13	Lenny Betudio	T3	Gavino Palaoag ES	Tuba
14	Arlene A. Dew-alan	T2	Paoad ES	Tublay
Technical Working Group				
15	Sally L. Banaken-Ullalim CESO V	SDS	OSDS	SDO
16	Rizalyn A. Guznian, EdD	CES-CID	CID	SDO
17	Stephen Bulalin	SEPS-Planning and Research	SGOD	SDO
18	Remy Dum-ao	EPS ALS- Resource Speaker	CID	SDO
19	Erlinda C. Quinuan	EPS-Facilitator	CID	SDO
20	Oliver Laurian Jr.	PDO -Documenter	CID	SDO
21	Amalia B. Daping	Facilitator/Documenter	HAGAT Consultancy Management Services Incorporated	
22	Jalyl E. Pagulayan	Facilitator/Documenter		
23	Rowena L. Mepua	Facilitator/Documenter		
24	Ruth C. Dangbis	Facilitator/Documenter		
25	Mylene E. Garcia	Facilitator/Documenter		
*	PSDS and PSDIs of the different districts	Research Topic Consultants	CID	SDO



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Enclosure 2 SDO Memo_____ S. 2024- Writeshop on AAction ofResearch in Kindergarten Education Program

Action Proposal Key Elements, Forms and Styles

Title

Context and Rationale

General situation/ description of the context of the problem identified

Importance

Aim

Related Studies *about the problem*

Potential Contribution

Action Research Question

General aim

Specific questions

Proposed Innovation, Intervention, and Strategy

What is the intervention?

- theory related to intervention
- related studies about the intervention



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- Discussion shows the appropriateness of the intervention to address the problem.
- Present what is new/modified

Discuss the implementation of the intervention.

- procedures (activities, time frame)
- discussion shows the role of the participants (researcher/s, learners, parents, etc)

Research Methodology

Research Design

- Appropriateness
- Definition by an author

Participants and/or Other Sources of Data and Information

- Who are the population/ participants?
- Why choose these population/ samples?
- How many?
- How did you select them? – sampling technique

Data Gathering Methods

- What tool is to be used? Content should aligned with the research question.
- Validation and Reliability test
- Process/ procedure in collecting data
-

Data Analysis Plan

- Alignment with the research question
- Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data



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Ethical Issues

- Permission from management
- Voluntary participation
- Informed consent
- Anonymity
- Confidentiality
- Potential harm
- Results communication

Action Research Work Plan and Timelines

- sensible timeline indicating plans from commencement right through to submission. major milestones with specific activities

Cost Estimates- optional

Plans for Dissemination and Utilization

- indicate how the results will be disseminated in a wider community and for specific group of people, teachers, students, parents or other stakeholders that may benefit from the findings. - accessible for key stakeholders.
- Indicate utilization of research/findings

References

- Use APA 7th edition
- All citations are reflected/listed

Appendices

- Sample of activities/worksheets
- data collection instrument
- letter/s to management
- consent form
- assent form
- Others: Specify



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Forms and Styles

Forms and Styles	Evident	Remarks (Comment/Suggestion)
Font – Arial font size 11		
Spacing - Double space except for tables		
Margins - Normal (1 inch – all sides)		
Pagination - Upper right corner		
Alignment - Left		
Paper - A4 bond paper		
- Running Head - an abbreviated version of the title; all-capital letters; no more than 50 characters, including spaces and punctuation...		
Title page – Title of the research; Name of proponent/s; Position; School/Office; Address of School/Office; Schools Division Office; Month and Year – submission of proposal to RO		
Table of Contents		
Headings Level 1 Heading Level 2 Heading Level 3 Heading Level 4 Heading. Level 5 Heading.		



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