



Department of Education  
Region III  
**DIVISION OF ANGELES CITY**  
Jesus Street, Pulungbulu, Angeles City



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October 1, 2015

**DIVISION MEMORANDUM**

No. *240*, s. 2015

**POLICY GUIDELINES ON THE PREPARATION OF AN ACTION RESEARCH**

To: Curriculum Implementation Division  
School Governance and Operations Division  
*Office of the Schools Division Superintendent*  
Principals of Public Elementary and Secondary Schools

1. For purpose of uniformity and clarity, the following guidelines shall be followed in the preparation of an action research:


1.1 The action research models of Susman (1983) and Fraenkel and Wallen (2010), the thinking tools of Morato (2011) and the problem solving processes of Robins and Coulter (2011) must be followed.

Parts of an Action Research Paper (Fraenkel & Wallen 2010)	Action Research Model (Susman 1983)	Parts of Research Proposal	Parts of a Research Report
Format	Steps		
I. INTRODUCTION	1. Diagnosing Identifying/Defining a Problem	/	/
	2. Action Planning Considering Alternative Courses of Action	/	/
II. METHOD & DESIGN	3. Taking Action Selecting a Course of Action	/	/
III. RESULTS	4. Evaluating Studying the Consequences of an Action		/
IV. CONCLUSION	5. Specifying Learning Identifying the General Findings		/

When a researcher undertakes Step 1, diagnosing and Step 2, action planning, he/she can surely answer the guide questions (*written in the book*) necessary to write the introductory part of an action research

paper. Then as a researcher undertakes step 3, taking action, he/she can write Part II of an action research paper, Methods and Design, by narrating the processes involved in this step. The third part of an action research paper, which is the Results can be written after step 4, evaluating which means studying the consequences of an action. When a researcher undertakes the last step, specifying learning, the general findings can now be included in the last chapter of the action research which Chapter IV, conclusion.

- 1.2 Refer to the book, "Action Research Made Easy (A Practical Guide to the Preparation of Action Research in Education)" for the details. *(The principals acquired a copy of the book during the Division S/W on Action Research)*
  - 1.3 The proponent's written request for permit to conduct the research addressed to the Schools Division Superintendent must be attached to the proposal.
  - 1.4 The principal must endorse the proposal to the Office of the Schools Division Superintendent.
2. For further clarifications about the guidelines, proponents can contact the two chiefs of the division, Mrs. Lyn V. Lansangan and Miss Victoriana P. Bondoc.
  3. Wide dissemination of this memorandum is desired.

  
**LEILANI S. CUNANAN, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent