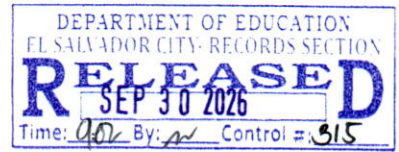




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 29, 2026

DIVISION MEMORANDUM
NO. 315, s. 2026

**SUBMISSION OF REQUIREMENTS FOR THE BASIC ACTION
RESEARCH INCENTIVES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Secondary and Elementary School Heads
All Others Concerned

1. In recognition of the unwavering dedication and exemplary achievements of the education sector, the Provincial Government of Misamis Oriental will confer financial incentives to qualified teaching and non-teaching personnel during the upcoming Araw ng Parangal in December 2026.
2. Please prepare and submit the following requirements:
 - a. Basic Action Research per eligible employee
 - b. Duly signed and certified payroll list of eligible teaching and non-teaching personnel
3. The templates for attachments are attached to this memorandum. The deadline for submission is on or before October 2, 2026.
4. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated
Reference: D.O. 16, s. 2017
under the following subjects:
Basic Action Research Incentives

RE: SUBMISSION OF REQUIREMENTS FOR THE
BASIC ACTION RESEARCH INCENTIVES
SGOD/Agf



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 1

Republic of the Philippines
Department of Education
Region X-Northern Mindanao

DIVISION OF EL SALVADOR CITY

Name of School

Address of the School

TITLE OF THE BASIC/ ACTION OR CI-BASED RESEARCH

Submitted by:

Printed Name and Signature
Position



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 2

NOTE: This research Summary shall be prepared in one (1) copy only. Use Times New Roman (font style), Font Size 12. Spacing should be single-spaced. Observe the 1.25-inch margin on the left side and 1-inch margin on the right, top, and bottom sides of A4-size bond paper

TITLE OF THE BASIC/ ACTION OR CI-BASED RESEARCH

(Note: This research summary should be placed in **one (1) page only**)

Part I. Situation

This part emphasizes the significance of the general situations/circumstances that make the researcher develop his/her research. This part specifically articulates why this study is important. Data and other pertinent information related to this study could be discussed in this part. Also indicate the individual/groups (learners/teachers, teaching-related personnel) who could benefit from this study. The processes/es on how this study could benefit the beneficiary/ies should form part of this part.

Part II If **Action Research** – discuss the **Intervention**
If **Basic Research** – discuss the **Findings and Insights**
If Action Research (**CI-based**) – discuss the intervention/
strategy or approach

This part introduces and describes the intervention/ strategy or approach to address the issue or problem. Further, this part also discusses the methods and procedures on how the intervention, strategy, or approach is to be administered

Part III. Summary

This part contains the following:

- Purpose
- The intervention
- Findings and Insights
- Research limitations/ implications (if applicable)
- Reflection



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 3

Name of School

District of: _____

OFFICE OF THE SCHOOL HEAD

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the personnel in this school, whose names are found in the attached List of Teaching, Teaching- related **and Non-teaching** Researchers (listing follows the order in general payroll) including the undersign had conducted, written and adhered to the policies and guidelines in the conduct and writing of basic or action research studies stipulated in DepEd Order No. 16, series 2017, re; Research Management Guidelines and CI-based study guidelines.

This is to certify further that the completed copies (in print and electronic copies) of the research studies conducted have been thoroughly reviewed and checked by the members of the school's research committee and were found to be in order. Final reports of research studies conducted, including the undersigned, are kept in the custody of the office of the School Head in this school.

Issued this ____ day of _____ 2026 at _____ (Name of School),
_____(Address of School)

Signature over Printed Name of School Head
Position



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 4

LIST OF TEACHING PERSONNEL AND NON-TEACHING PERSONNEL

Name of School

Address of the School

No.	Name of Teaching Personnel				Position
	Note: First entry is the name of the School Head followed with the name of Teachers in ALPHABETICAL ORDER regardless of Position Last name, First Name, M. I, Name Extension (Sr. Jr., II, III etc.)				
Ex. 1.	Dela Cruz	Juan	Santos	Jr	Principal III
2.	Abaday	Cearsea	Ke-e		Teacher I

Prepared by:

School Head
(Signature Over Printed Name)