




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



Division Memorandum 82, s. 2015

To : All Public Elementary School Heads  
Public Secondary School Heads  
Identified School Research Coordinators  
Identified Baguio Division Technical Working Group

From :   
**FRANCIS CESAR B. BRINGAS, CESO VI**  
Schools Division Superintendent

Subject : Orientation of the Baguio Division Action Research Format

Date : August 3, 2015

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1. To facilitate the division standard workflow and other mechanisms of action researches, please be informed that there will be an orientation to all School Research Coordinators and members of the Baguio Division Technical Working Group (TWG) on Friday, 7 August 2015, 2-5pm at Baguio City National High School Library.
  2. Topics to be discussed are as follows:
    - I. Name of Journal
    - II. Aims and Scopes of the Journal
    - III. Guidelines for Writers/Researchers
      - A. General Formatting
      - B. Contents/ Section of the Paper
    - IV. Workflow of Baguio Division Action Research
    - V. Action Research Rubrics
    - VI. Code of Conduct
    - VII. Others
      - A. Cover page
      - B. Approval page
  3. Further, all schools with lone representative during the Action Research Training-Workshop on July 2-4, 2015 at Mabini Elementary School shall automatically serve as the School Research Coordinators. However, schools with more than two (2) participants in the said activity shall designate their respective School Research Coordinators.
  4. Immediate and wide dissemination of this Memorandum to all concerned is desired.