



Republic of the Philippines
Department of Education-National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY
Nueva Ecija St. Bago Bantay, Quezon City, Metro Manila



August 22, 2012

CORRIGENDUM TO UNNUMBERED MEMO DATED JULY 9, 2012
RE: SEMINAR-WORKSHOP ON C.Y. 2012 SEMI-ANNUAL REPORTS

TO: *Secondary School Principals with FS*
Senior Bookkeepers/Bookkeepers
Cashier/Disbursing Officers
Supply Officers

1. For the information and guidance of all concerned, the Quezon City Financial Staff Association (QCFSa) seminar-workshop as per Unnumbered Memorandum dated July 9, 2012 scheduled at Boso Boso Highlands Resort and Convention Center Sitio Cabading Brgy. San Jose, Antipolo City on August 8-10, 2012 is moved to September 12-14, 2012.
2. Immediate dissemination and strict compliance of this Memorandum is desired.

CORAZON C. RUBIO, CESO IV
Schools Division Superintendent

60 pcs.

Data Collection Tools
Data Analysis Procedures

IV. Findings

Data
Restatement of Questions and Discussion of Results
Summary

V. Discussions

Conclusion
Implication
Strengths and Limitations
Concluding Statement

VI. Action Plan

Appendix- Any questionnaires, surveys, etc.
Reference Cited

2. b All schools shall have an action research committee composed of three members who shall evaluate all action research proposals and recommend the same for approval to the school principal if the research is school based. In addition, the school action research committee shall also evaluate and grade the completed action research.

2. c All district and division based action research proposals shall be approved by the subject area supervisors concerned.

2. d The division level action research committee shall evaluate the completed action research done/conducted in the district or division level for grading/accreditation purposes.

2. e The cut-off date for the submission of action research proposals in the Division is every last Friday of July while the completed action research manuscript shall be submitted together with the approved proposal not later than the last Friday of March of every school year.

2. f Researchers are required to submit to the school and division librarians a copy of the completed and graded/evaluated action research.

2. g Should the researcher apply for promotion, a copy of the completed and evaluated/graded action research shall be required by the promotions and selection board.

3. Wide and immediate dissemination of this Memorandum is desired.


CORAZON C. RUBIO, CESO VI
Schools Division Superintendent