



Republic of the Philippines
Department of Education
REGION VII, CENTRAL VISAYAS
Division of Cebu Province



SELF-LEARNING HOME TASK (SLHT) # 6

Subject: **Inquiries, Investigation and Immersion**

Grade Level: 12

Quarter: 4 Week: 6

Competency: Presents written research report.

Competency Code:

Name _____ Section _____ Date _____

School: Dalaguete National High School District: Dalaguete 1

Readings/Discussions

Basically, the research report that you will present and submit to your teacher as requirement for this subject has to be defended before panel of examiners. Only then will your research work be assured that it is compliant with Criteria of a scholarly work.

This module deals with the guideline in presenting a written research report and checklist which you may use to evaluate your research report in accordance with the design based on scientific method of research such as providing adequate documentation of all parts of the research study and following acceptable format and style in writing research reports.

Before you graduate from Senior High School, there is one thing that you have to accomplish that is writing and presenting a research paper. Equipped with all the knowledge, skills, and research techniques that you have learned in your Senior High School research subjects, you can easily accomplish the task. You are expected to produce a good research paper and the topic should be within the research priorities in various fields of study. Learning to write a research paper may be helpful later in your life, as you proceed to college and as you advance in your career and to learn more about your topic of interest.

Purpose of Writing the Report

One characteristic of research is that it must be properly recorded, reported and communicated. After all, the ultimate objective of research is dissemination. Without the research report, the whole research undertaking is deemed incomplete.

Aquino (1992) outlined the purposes of writing the report:

1. The research report serves to record and communicate to others the procedure and the results of the investigation.
2. It fulfils an important function in the process of research: the researcher, in the act of writing, defines his thinking.
3. The research report facilitates the critical testing of the work done.
4. Until the investigator has prepared a complete report, he should not consider that he has completed his research.
5. If the investigator is desirous of communicating his work to others, then his research report must be well written, that is, if that purpose of communicating to others is to be fulfilled effectively.

General Format

1. Margins
 - a. Left- 1.5
 - b. Top, bottom, right- 1 inch
2. Font
 - a. Font type- Times New Roman or Arial
 - b. Font size- 12
3. Spacing- double spacing except for figures and tables which should be single spaced
4. Paragraph Indention- five letter spaces
5. Pagination- one inch from the right edge of the paper on the first line of every page

Components of the Research Report

The following figure provides an outline which depicts the basic components and their proper sequence found in theses and dissertations.

Preliminaries

- Title page
- Approval Sheet
- Acknowledgment
- Table of Contents
- List of Tables
- List of Figures
- Abstract

Chapter I THE PROBLEM AND ITS SCOPE

- Introduction
- Theoretical/Conceptual Framework
- Statement of the Problem
- Statement of the Hypothesis (Optional)
- Significance of the Study
- Scope and Limitations of the Study
- Definition of Terms

Chapter 2 THE REVIEW OF RELATED LITERATURE AND STUDIES

- Related Literature
- Related Studies

Chapter 3 RESEARCH METHODOLOGY

- Research Method Used
- Research Respondents
- Research Environment
- Research Instrument
- Research Procedure
- Statistical Treatment of Data (for Quantitative research)

Chapter 4 PRESENTATION, ANALYSIS, AND INTERPRETATION OF DATA

Chapter 5 SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

- Summary of Findings
- Conclusions
- Recommendations

REFERENCES
APPENDICES
CURRICULUM VITAE

The Preliminaries

The preliminaries consist of the title page, approval sheet, acknowledgment, table of contents, list of tables, list of figures and the abstract of the study.

a. Title Page

The title page occupies the first page of the research report. This takes several form and style which differ from one school to another. Basically, the title page contains the following:

- a. title of the research topic
- b. name of the researcher/author
- c. the degree or course taken to which the research report is a requirement
- d. the name of the institution where the report is submitted
- e. the date of the report presentation or submission

b. Approval Sheet

This a part of the preliminaries which reflects the signatures of the adviser, the panel members of the thesis/dissertation committee as well as the dean. The signatures of these individuals indicate acceptance and approval of the work. Like the title page, the approval sheet takes several forms which vary from one school to another.

c. Acknowledgment

In this place, the researcher expresses his personal and profound appreciation to the persons, individuals, groups or organizations for the support and assistance afforded to him which brought the study to completion.

d. Table of Contents

The table of contents gives a run down and listing of all the contents of the research report. Here, references for each topic and section of the report are indicated.

e. List of Tables

The list of tables, to some extent is a table of contents reflecting the table numbers, the title of the heading of each table and the corresponding page numbers. The full and complete titles of tables should be worded exactly as they appear in the body or text of the report.

f. List of Figures

Figures, charts, drawings including maps, photographs, etc. Like the table, this list shall also reflect the number of figures, the title of the figure and the corresponding number to which it can be found. Moreover, the full and complete titles of the figures should be worded exactly as they appear in the body or text of the report.

g. Abstract

An abstract is a brief summary of the research report. It provides the reader an overview of the research, the problem, the method, the major findings, conclusions and recommendations. The highlight of the abstract is the researcher's exposition of the findings of the study. Some readers who are interested of the findings of the study do not have time to read the full paper. Thus, the abstract provides the reader a synopsis of the major findings including a glimpse of the whole research report. An abstract typically, should contain between 200-300 words (Tomakin, 2010).

Chapter 1: THE PROBLME AND ITS SCOPE

Chapter 1 presents the problem and its scope. This is the introductory chapter of the main thesis which is divided into several components.

a. Rationale

In writing the rationale of the study, the researcher presents adequate background of the study. He may start writing about the problem, its existence, prevalence and seriousness. He describes the problem by first considering the global or national situation and narrows down to the local setting. At the end of this exposition, the researcher should make an explanation or justification why the study is being pursued.

b. Theoretical Framework

In this section, the researcher shall point out the theory or theories from which his or her study is based. Thus, he or she writes:

In the exposition of the theoretical framework, the researcher should cite the name of the theory or theories, its authors, the year it was formulated and what the theory is about. The researcher should also indicate how the theory is applicable to his study.

c. Statement of the Problem

In this section, the researcher should be able to state the main or general problem followed by the specific problems. The statement of the problem may be written either in question form or in objective form.

See sample in the next page.

d. Statement of the Hypothesis (Optional)

If the statement of the problem does not contain any question from which a hypothesis can be derived, then there is no need to include this section. This section therefore is optional depending whether or not the statement of the problem requires a hypothesis testing procedure.

e. Significance of the Study

This section contains a narrative of how the study stands to benefit its various stakeholders. Thus, the researcher should be able to identify as to who will be benefitted in his or her study and in what way.

f. Scope and Limitation

The scope defines the coverage or boundaries of the study, in terms of the area or locality, the subjects covered, the duration or period of the study, and the research issues or concerns to which the investigation is focused. Limitations on the other hand are statements which alert the reader of the research report to certain constraints for which the researcher has no control of.

g. Definition of Terms

In research, important key terms should be clearly defined in order to facilitate understanding of the terms used. The function of having a clear definition of terms is to provide unambiguous meanings to terms that otherwise can be interpreted in different ways.

There are two basic ways of defining terms: conceptual definition and operational definition. Conceptual definition provides the universal meaning of terms understood by people. Too often, conceptual definition is abstract and more general in nature. The operational definition of terms, on the other hand, provides meaning of terms according to how they are used in the study. Most research papers, theses and dissertations prefer to use the operational definition of terms for clarity and ease of understanding.

Chapter 2: THE REVIEW OF RELATED LITERATURE AND STUDIES

This chapter contains two sections namely, Related Literature and Related Studies. Depending on the format adopted by the college or school, this chapter is sometimes fused when the section on Theoretical Framework in Chapter 1.

Chapter 3: RESEARCH METHODOLOGY

This chapter presents an exposition of the research methods, subjects/respondents, environment, instruments and research procedures.

a. Research Method

In this section, the researcher should be able to state the research methods (quantitative, qualitative or quali-quantitative method) and how it is applicable to his study. If he uses a certain research method then he should state the particular design that he used.

b. Research Respondents

The research respondents of the study are the actual respondents, who actually responded, answered and returned the questionnaire. In this section, the researcher describes the research respondents in terms of how many they are including some of their personal characteristics and attributes.

c. Research Environment

Here, the researcher describes the locale of his study, that is the place where the study was conducted.

d. Research Instrument

In this section, the researcher describes the research instrument that he used in data gathering. He will mention whether the questionnaire is standardized, researcher-made or adopted. If the questionnaire is researcher-made, then he must point out the schemes by which the validity and reliability of the questionnaire is established. Moreover, if the questionnaire is adopted from a previous study, then the source must be acknowledged.

In describing the questionnaire, the researcher must also discuss the scales used for each item including the scoring procedures. A qualitative description of the scales must also be discussed.

e. Data Gathering Procedure

In this section, the researcher gives a step by step and chronological account as to how the data were gathered. An account of data gathering stages starting from the planning phase until the administration of questionnaire to the respondents is likewise discussed.

f. Statistical Treatment of Data (quantitative and quali-quantitative research only)

In this section, the researcher shall enumerate the different statistical tools that he used in the analysis of data. The formula of each statistical tool shall likewise be presented.

Chapter 4: PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA

This chapter is the heart of the research report. It is in this chapter that the data gathered from the survey are presented and analyzed. The results of the analysis will be interpreted.

To recall, data can be presented in three ways namely; textual, tabular and graphical display. Of these three ways, the most common mode of data presentation in research report such as theses or dissertations is the tabular display. In the tabular display, the data should be presented according to the order of the sub-problems reflected in the Statement of the Problem. Moreover, the title of the table should clearly describe the nature of the data presented. Whenever possible, tables should not be divided.

Each table should be accompanied by a narrative which explains the findings presented. The researcher should avoid table reading. In interpreting the results, the researcher should establish an interconnection between and among data. Moreover, the researcher should link the present findings with previous literature, studies or existing theories and should draw out implications of the findings.

Chapter 5: SUMMARY, CONCLUSION AND RECOMMENDATIONS

This is the final chapter of the research report. This contains four sections namely summary, summary of findings, conclusions and recommendations.

a. Summary of Findings

In this section, only the major and salient findings of each problem must be presented. There are two ways of presenting the summary of findings: narrative form and enumeration

form. In theses and dissertations, the enumeration form is the most widely accepted and commonly used.

b. Conclusions

In this section, the researcher states the conclusion which he draws based on the findings of the study. No conclusion should be made that were not based on the findings of the study. Moreover, conclusions should never repeat or restate the findings of the study. In writing conclusions, the researcher may point out whether the theory of theories to which his study is supported by his findings or not.

c. Recommendations

Recommendations are formulated based on the findings and conclusions of the study. In writing recommendations, the researcher must see to it that the recommendation which he proposed must be implementable, doable, and functional. A recommendation of topics or problems for further studies may be included.

REFERENCES

The third ingredient of a research report is the Reference Materials. This part presents all the reference materials used in the study using a standard format as applied to the study.

APPENDICES

The section on appendices typically included the transmittal letter used in asking for permission to conduct the study. This also includes the sample questionnaire, forms, interview guides and other forms used in data gathering.

CURRICULUM VITAE

This is the last section of the reference materials. This contains a brief personal data of the researcher. Typically, this consists of the following information about the researcher.

Guide to the Thesis Defense

I. Before the Defense

A student or group students must apply for oral defense before the panel of examiners. The researchers must submit five copies of the thesis placed in a sliding folder.

2. Be present on the date of the defense as scheduled by the teacher or adviser.

3. Prepare the group by assigning the following tasks to each member for the presentation of the thesis:

- a. Introduction of the members
- b. Presentation of the title and the Statement of the Problem
- c. Significance of the Problem
- d. Relevant theories and their relationship of the theories to the present study)
- e. Research design
- f. Respondents of the study
- g. Findings, conclusions and recommendations

II. During the Defense

1. Orientation from the chairperson of the panel
2. Group presentation
3. Actual Defense
4. Evaluation

Sample Questions

1. What is the rationale (reasons and incidence) of your research?
2. What do you think are the contributions of your study to the society or to the study's relevant field?
3. What is the most relevant theory of your study?
4. What are the major variables and sub-variables in your study?
5. What is the paradigm of your study?
6. What is the setting of your study?

7. What is your research design? Explain.
 8. Who are the respondents of your study?
 9. How did you select your respondents?
 10. How did you come up with your instrument?
 11. How did you validate your instrument?
 12. How did you establish reliability of your instrument?
 13. How did you gather your data?
 14. What re the results and findings of your study?
 15. What are the recommendations of your study?
- (questions taken from Cristobal & Critobal,2017)*

Sample Title Page

THE CHALLENGES AND COPING STRATEGIES OF SENIOR HIGH SCHOOL STUDENTS WITH OFW PARENTS

A Thesis Presented to the Faculty of
Punta Princesa National High School
Cebu City, Philippines

In Partial Fulfillment of the Requirements
for the Subject Inquiries, Investigations, and Immersion

MARIO O. PEREZ
August 2021

Sample Approval Sheet

This thesis entitled “**THE CHALLENGES AND COPING STRATEGIES OF SENIOR HIGH SCHOOL STUDENTS WITH OFW PARENTS,**” prepared and submitted by **MARIO O. PEREZ** in partial fulfillment of the requirements for the subject Inquiries, Investigation And Immersion, has been examined and is recommended for acceptance and approval for oral examination.

Clarice T. Mendoza
Adviser

Approved by the Committee on oral examination with a grade of _____ on July 24,2021

Teresa G. Reyes, Ed.D.
Chairman

JEVER T. ONG, LPT
Member

JAMES P. DIZON, LPT
Member

Accepted in partial fulfillment of the requirements for the subject Inquiries, Investigation and Immersion

GRACE T. DELA CERNA, Ed.D
Senior High School Coordinator

EDGAR S. GALVEZ, Ph.D.
School Principal

Sample Acknowledgement

ACKNOWLEDGMENT

The researcher would like to thank many people who have greatly contributed to the completion of this work:

- The Almighty God for all the blessings,
- The researcher's parents, brothers and sisters for their inspiration, support and kind understanding,
- Dr. Ferdinand Yap Tomakin, the researcher's adviser for painstakingly checking this work and provided guidance to this researcher,
- Dr. Josef Vincent Yap, the ever enthusiastic Dean of the College of Maritime Studies, St. Rita University for all his support and assistance,
- The distinguished members of the panel of examiners namely Dr. Aaron Canillas, Dr. Antoni Tabada and Dr. Victor Tan for their worthy comments and suggestions,
- And to the researcher's classmates and friends for their warm friendship and moral support.

Sample Table of Contents

Table of Contents

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Sample Abstract

ABSTRACT

Title : THE CHALLENGES AND COPING STRATEGIES OF SENIOR HIGH SCHOOL STUDNETS WITH OFW PARENTS

Author : Marlowe S. Falcon

Course : INQUIRIES, INVESTIGATION AND IMMERSION

Problem, Scope and Method:

Findings:

Conclusions:

Recommendations:

Sample Statement of the Problem

Statement of the Problem

The study aims to determine the level of job satisfaction among the employees of Gothong Shipping Lines. Specifically, this study intends to answer the following questions:

1. What is the profile of the employees of Gothong Shipping Lines in terms of the following aspects:
 - 1.1 Age;
 - 1.2 Gender;
 - 1.3 Civil Status; and
 - 1.4 Highest Educational Attainment?

2. What is the level of job satisfaction of the employees of Gothong Shipping Lines in terms of:
 - 2.1 Job Satisfaction;
 - 2.2 Salaries and Benefits;
 - 2.3 Adequacy of Communication and

2.4 Psychological Working Conditions?

3. Is there a significant correlation between the employees' level of satisfaction and their profile?
4. Is there a significant difference on the level of job satisfaction by gender?
5. Based on the findings, what proposals may be forwarded in order to enhance the employees' level of job satisfaction?

Sample Significance of the Study

Significance of the Study

The study must be conducted to find out the major causes of teenage pregnancy and the extent of the effect of teenage pregnancy on the development of students and out-of-school youth in Maramag, Bukidnon. The result of this study is beneficial to students and out-of-school youth, to the parents, teachers, to the community, school administrators, researchers and other interested individuals because this can give empirical data as bases for suggestions on minimizing teenage pregnancy in the community.

The study will also benefit **students** who are still at school because it will give them information about the causes of teenage pregnancy and its possible effects on their studies.

The study will also benefit the **out-of-school youth** in the sense that they are making aware of the causes of teenage pregnancy and are helped to avoid the same to increase their chances to participate in the Alternative Learning System(ALS) or increase their chances to go the formal school.

This study will also benefit the **parents** to enable them to realize their great role in educating their teenagers, protecting, and diverting them from indulging premarital sex. This study, too, will make the parents aware that education about the use of contraceptives will start also at home.

This study will also benefit the **teachers** on the steps to take for they could be informed how important education is to the development of children to manhood/womanhood. This enables them to guide and identify the major causes of teenage pregnancy especially in Maramag, Bukidnon.

This study will benefit **school administrators**. It will provide them information on the importance of knowing the major factors behind early pregnancy and the possible effects on educational development of teenagers. It is one way that administrators will intensify sex education in their school, improve the knowledge of their teachers yearly age.

Finally, the researcher hopes that the result of this study would also be a great help to **future researchers** and to all people who are interested to know more about teenage pregnancy-their causes and the possible effects on their educational development.

(samples in this lesson were taken from Cristobal and Cristobal 2017, and Tomakin, 2010)

Remember:

Reporting and sharing your research paper should be done in a timely and effective manner especially if it is a requirement for a subject or course. A formal research report contains a detailed description of your research background and objectives, related literature and studies, methodology, discussions of results, findings, conclusions and recommendations. The presentation of a written report follows a standard format, guidelines and sequential arrangement which are needed before it will be examined before the panel of

evaluators for oral defense. Only then that it will be assured as compliant of the required criteria to be considered a scholarly work.

Exercise 1:

Directions: Complete the missing component in each Chapter of research paper. Write the correct answer in a separate sheet of paper.

Preliminaries

Title page

Approval Sheet

1. _____

2. _____

List of Tables

List of Figures

3. _____

Chapter I THE PROBLEM AND ITS SCOPE

4. _____

Theoretical/Conceptual Framework

5. _____

Statement of the Hypothesis (Optional)

6. _____

Scope and Limitations of the Study

Definition of Terms

Chapter 2 THE REVIEW OF RELATED LITERATURE AND STUDIES

Related Literature

Related Studies

Chapter 3 RESEARCH METHODOLOGY

7. _____

Research Respondents

Research Environment

Research Instrument

Research Procedure

Statistical Treatment of Data (for Quantitative research)

Chapter 4 PRESENTATION, ANALYSIS, AND INTERPRETATION OF DATA

Chapter 5 SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

Summary of Findings

Conclusions

Recommendations

8. _____

9. _____

10. _____

Assessment/Application/Outputs

Test 1. Multiple Choice

Directions: Read the items carefully. Write the letter of the correct answer.

1. Which aspect is included in writing the Abstract of the study?
 - A. Conclusions of the study, major findings and scope and limitations
 - B. Related literature and studies, research instrument and research respondents
 - C. Purpose of the study, the research problem, research method, major findings.
 - D. Theoretical and conceptual background, scope and limitations, definition of terms
2. Which is not correct in writing the Scope and Limitations of the Study
 - A. The importance of the study is discussed.
 - B. The parameters and boundaries are well-defined.
 - C. Scope and limitations of the study are discussed.
 - D. Information is presented in a discussion context rather than simple bulleted.
3. Which is not part of the preliminaries?
 - A. Abstract
 - B. Rationale
 - C. Table of Contents
 - D. Title page
4. Which is not true in writing the Theoretical/Conceptual Framework?
 - A. There is a clear research paradigm.
 - B. The theories are relevant to the current study.
 - C. Theories discuss statistical treatment of data.
 - D. Theories are discussed fully and are related to the variables.
5. Which is not part of the Research Methodology?
 - A. Findings
 - B. Research Method
 - C. Research Respondents
 - D. Statistical Treatment of Data
6. The Definitions are given specifically operational definitions. What component of a research paper is being described?
 - A. Appendices
 - B. Conclusions
 - C. Definition of Terms
 - D. Rationale
7. Which description is true in describing the Data Gathering Procedure?
 - A. The techniques for data collection are fully discussed.
 - B. Permission to gather data from the respondents is prepared.
 - C. Both A and B are correct.
 - D. Both A and B are incorrect.
8. Where can Scope and Limitations be found?
 - A. Chapter I
 - B. Chapter III
 - C. Chapter III
 - D. Chapter IV
9. What component of a research paper contains the personal data of the researcher?
 - A. Appendices
 - B. Curriculum Vitae
 - C. Rationale
 - D. References
10. The reviewed literature and studies must highlight important information such as the findings and conclusions and sometimes recommendations.
 - A. True
 - B. False
11. Where can Scope and Limitations be found?
 - A. Chapter I
 - B. Chapter III
 - C. Chapter III
 - D. Chapter IV
12. Which of the following provides the reader an overview of the research, the problem, the method, the major findings, conclusions, and recommendations?
 - A. Abstract
 - B. Methodology
 - C. Results and Discussion
 - D. References
13. What section of the research paper expresses the researcher's profound appreciation to the persons, individuals, groups of people?
 - A. Abstract
 - B. Acknowledgment
 - C. Rational
 - D. Significance of the Study
14. Which of the following is required at the beginning of the paper?

- A. Body B. Conclusion C. Introductory D. Recommendation
15. Which of the following is included in the Methodology of the study?
- A. Appendices B. Rationale C. References D. Research Method

Suggested Enrichment/Reinforcement Activity/ies

Look for a completed research and try to evaluate the components and format of the Research. Write your observations on a sheet of paper.

References

Books:

- Cristobal, A. and Cristobal, M. (2017). Practical Research 2 fro Senior High School. Quezon City: C&E Publishing, Inc.
- Prieto, N., Naval, V. and Carey, T. (2017). Practical Research 2 for Senior High School. Quezon City: Lorimar Publishing, Inc.
- Tomakin, F. (2010). Fundamentals of Research Methodology. Cebu City: Statlink Research Training and Development

NOTE: Contents adapted from the module of DepEd Cebu City Division, Region VII