




MEMORANDUM

TO: OIC, Asst. Schools Division Superintendent
Chief, School Governance & Operation Division
Chief, Curriculum Implementation Division
Education Program Supervisors
All Elementary and Secondary School Heads
Public Schools District Supervisors
All Other concerned SDO personnel

RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
Date: APR 24 2018
Time: 8:18 A.M.
Initial/Signature: [Signature]

FROM: 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: **CREATION OF SCHOOLS DIVISION COMMITTEE (SDRC) CY 2018 and FUNCTIONS**

DATE: April 23, 2018

Pursuant to **DepEd Order No. 16, series 2017 re: Research Management Guidelines**, Research Committees will be set up at each governance level to provide guidance on research directions, particularly in aligning such initiatives with the national and local Basic Education Research Agenda. The said committees will spearhead the call for proposals, evaluation, approval and grant of available funds for research proposals. In this regards, **Schools Division Research Committee (SDRC) is hereby created with the following roles and responsibilities:**

1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
2. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives within the schools' division to be funded by other fund sources;
4. Forge partnerships with academic and research institutions, government agencies and other DepEd offices on education research initiatives and projects;
5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
6. Resolve emerging issues on the management and conduct of research;
7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

The SDRC Secretariat will have the following duties and functions:

1. Organize, coordinate, and document meetings of the Committee;
2. Conduct initial screening of submitted proposals for compliance with submission guidelines;
3. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided in Annex 4;
4. Liaise with academic and research institutions, government agencies, and other DepEd Offices in the conduct of research;
5. Provide technical assistance to researchers on the conduct of their studies;
6. Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division;
7. Prepare periodic report on accomplishments related to division research initiatives; and
8. Prepare complete staff work in support of the Committee's functions as needed.

The composition of the SDRC is as follows:

SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

- Chair: **MA. LUISA T. DELA ROSA**, OIC, Asst. Schools Division Superintendent
- Co-Chairs: **MIGUEL C. OGALINOLA**, Chief, School Governance & Operations Division
JOSEFA V. ZAPE, Chief, Curriculum Implementation Division
- Adviser: **SOCORRO V. DE LA ROSA**, Schools Division Superintendent
- Members: **RAQUEL L. PAHUYO**, Senior Education Program Specialist,
Planning and Research Unit
- CID Representative:**
Concerned EPS per Learning Area
- Finance Representative:**
ANGELO JAMES O. AGUINALDE, Accountant III
MA. CIELO C. TUBALE, Budget Officer (A.O. V)
- By Invitation: Focal person of concerned division/learning area/section/
Program
- Secretariat: **MARY JEAN S. ROMERO**, Education Program Supervisor (SGOD)
RAQUEL L. PAHUYO, SEPS, Planning & Research Unit
EVA T. CARIÑO, Project Development Officer I
ROSARIO B. VEGIM, Project Development Officer I
- Designated Permanent Alternates:
MA. SIONNE MAY T. CRISPINO, Education Program Specialist II
MARIFE B. BREQUILLO, Education Program Specialist II