



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 1, 2024

DIVISION MEMORANDUM

No. 112, s. 2024

**RECONSTITUTION OF THE SCHOOLS DIVISION
RESEARCH COMMITTEE (SDRC)**

TO : Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/In-charge of the District
Public Elementary and Secondary School Heads
Section Heads
All Others Concerned

1. Pursuant to the DepEd Order No. 16, s. 2017 dated March 20, 2017 on the implementation of the Research Management Guidelines, this office hereby announces the Reconstitution of the Schools Division Research Committee (SDRC) of the Schools Division Office of Catanduanes.

2. The composition of the SDRC is as follows:

	<i>Permanent Members</i>	<i>Name</i>	<i>Alternate</i>
Chairperson	Assistant Schools Division Superintendent	CECILE C. FERRO CESO VI	
Co-Chairpersons	Chief Education Supervisor, SGOD	MARY JEAN S. ROMERO	AROLINE T. BORJA (SGOD EPS)
	Chief Education Supervisor, CID	ROMEL G. PETAJEN	GINA L. CUSTODIO (CID EPS)
Adviser	Schools Division Superintendent	SOCORRO V. DELA ROSA CESO V	
Members	Senior Education Program Specialist, PRS		REY C. BONAYON (Planning Officer)
	Representative from Finance Unit	MA. CIELO C. TUBALE	ANGELO JAME O. AGUINALDE
	CID Representative/s	(Based on requirement of the evaluation) All Education Program Supervisors	
	By invitation	Focal person of concerned division / learning area / section / program	

4. The function of the SDRC are as follows:

- a. Provide directions on research initiatives through the natural and local Basic Education Research Agenda, and other identified priority research areas in the division;



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- b. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;
 - c. Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;
 - d. Forge partnerships with academic, and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
 - e. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
 - f. Resolve emerging issues on the management and conduct of research;
 - g. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
 - h. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.
5. Designated as Secretariat are ELIZABETH S. URBANO, HRD Education Program Specialist II and IMACULATE T. LA TORRE, SME Education Program Specialist II.
6. The SDRC Secretariat is expected to:
- a. Organize, coordinate, and document meetings of the Committee;
 - b. Conduct initial screening of submitted proposals for compliance with submission guidelines;
 - c. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided in Annex 4;
 - d. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
 - e. Provide technical assistance to researchers on the conduct of their studies;
 - f. Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division;
 - g. Prepare periodic report on accomplishments related to division research initiatives; and
 - h. Prepare complete staff work in support of the Committee's functions as needed.
7. Widest dissemination of and compliance to this memorandum is desired.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent