

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 16, 2025

DIVISION MEMORANDUM
No. 609, s. 2025

UPDATING AND PROFILING OF SCHOOL RESEARCH COORDINATORS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisor
Public School Heads
All Others Concerned

1. In reference to Republic Act No. 9155 (*Governance of Basic Education Act of 2001*) and DepEd Order No. 16, s. 2017 (*Research Management Guidelines*), which provide the legal bases for the policies, mechanisms, and responsibilities of the Department of Education (DepEd) in conducting educational research and studies that will serve as one of the bases for reforms and policy development, this Office requests all school heads to designate a School Research Coordinator who shall assist to promote and strengthen the culture of research in school level.
2. The School Research Coordinator shall perform the following duties and functions:
 - a. Be familiar with the DepEd policies and guidelines on research management;
 - b. Serve as the official focal person for all school research activities and concerns;
 - c. Prepare school reports and related communications related to research;
 - d. Attend meetings, workshops and other research related activities, and cascade the information to their respective schools;
 - e. Coordinate with the Schools Division Research Committee (SDRC) and provide feedback if necessary;
 - f. Encourage and assist teaching, teaching-related, and non-teaching personnel in conducting research for submission to SDRC;
 - g. Work closely with the school head in planning research program, projects, and activities in school;
 - h. Provide technical assistance to colleagues in writing research following DepEd prescribed format and guidelines;
 - i. Perform other tasks related to research programs, projects, and activities of DepEd.
3. Pursuant to DepEd Order No. 5, s. 2024 (*Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*), school heads are reminded of the following in relation to the designation:




San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



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- a. The coordinatorship will be considered as a teaching-related assignment;
 - b. The research coordinator must be a teacher preferably with a background in research;
 - c. Teacher with less than six hours of teaching load shall be prioritized in the designation;
 - d. The assignment must be reflected in the electronic School Form 7 (eSF7); and
 - e. The designated teacher performing beyond regular work hours, whether within or outside the school premises, shall be granted with VSC subject to the guidelines provided in the DepEd Order or as defined by other DepEd issuances.
4. Integrated schools may designate coordinators for elementary and secondary to accommodate different concerns.
5. School heads are requested to submit the designation of their School Research Coordinator through this email address: **planning.ctd@deped.gov.ph**
6. Designated School Research Coordinator are requested to accomplish this form: **<https://bit.ly/SRCProfile1>**
7. For information, guidance, and compliance.


MA. JEANY T. ABAYON
Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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