



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

July 16, 2025

DIVISION MEMORANDUM

No. 610, s. 2025

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

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

1. Pursuant to DepEd Order No. 16, s. 2017 (*Research Management Guidelines*), providing guidance in the management and conduct of research initiatives at the national, regional, schools division, and school levels to further promote and strengthen the culture of research in basic education, this Office announces that the composition of the Schools Division Research Committee (SDRC), which will assume the responsibilities of research management at the Schools Division level, shall be reconstituted effective July 16, 2025.

	Regular Member	Alternate
Adviser	Ma. Jeany T. Abayon OIC - SDS	
Chairperson	Delfin A. Bondad OIC – ASDS	
Co - Chairperson	Romel G. Petajen SGOD Chief	Aroline T. Borja EPS – SGOD
	Mary Jean S. Romero CID Chief	Gina L. Custodio EPS – CID
Members	Floren P. Clavo SEPS – PRS	
	Liza R. Bernardo Administrative Officer V (Budget)	Angelo James O. Aguinalde Accountant III
By Invitation:	CID Representative/s based on the requirement for the evaluation Focal Person of concerned division/ learning area/ section/ program	
Secretariat	Floren P. Clavo SEPS – PRS	

2. The SDRC shall have the following roles and responsibilities:
- Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
 - Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;



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




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- 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.
3. The designated alternates may represent the regular members during SDRC meetings in case of their unavailability.
4. The SDRC Secretariat shall deliver the following:
 - 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;
 - 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.
5. Expenses related to the performance and duties of the SDRC shall be charged against Division MOOE/ SEF subject to the usual accounting and auditing rules and regulations.
6. For information, guidance, and compliance.


MA. JEANY T. ABAYON

Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent



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