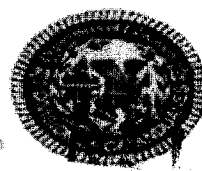




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph catanduanes@deped.gov.ph
Website: www.deped.gov.ph/catanduanes Tel No.: (052) 511-65-63



RELEASED

DepEd, Division Office of Catanduanes

April 24, 2017

RECORDS SECTION

Date: APR 28 2017

Time: 8:30 A.M.

Initial/Signature: *[Signature]*

DIVISION MEMORANDUM
No. 77 s. 2017

CREATION OF DIVISION RESEARCH COMMITTEE

TO: Asst. Schools Division Superintendent
Chief, School Governance and Operation Division
Chief, Curriculum Implementation Division
All Public Schools District Supervisors
Elementary and Secondary School Heads
All other concerned

1. In line with DepEd Order No. 16, series 2017 re: Research Management Guidelines, the Schools Division of Catanduanes hereby creates the composition of the Schools Division Research Committee (SDRC) as follows:

Chair: **BERNIE C. DESPABILADERO**, 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, Administrative Officer 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
MARIA IMELDA S. ABEJO, SEPS, Social Mobilization and Networking

2. To facilitate the evaluation and approval of research proposals, Committee Members may designate permanent alternates to represent them during SDRC meetings, in case of unavailability.
3. The Schools Division Research Committee (SDRC) will assume the responsibilities of research management at the schools division level and perform the following roles and responsibilities:
 - a. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
 - 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.
4. The SDRC Secretariat will perform the following roles and responsibilities:
 - 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 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 their studies;
 - e. Provide Technical Assistance (TA) 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;
 - h. Prepare complete staff works in support of the committee's functions as needed.
5. Wide and immediate dissemination with this Memorandum is desired.


SOCORRO V. DE LA ROSA, CESO VI
 Schools Division Superintendent

Reference: DepEd Order No. 16 s., 2017

To be indicated in the Perpetual Index

Under the following subjects:

Research	Basic Education Research Fund
Guidelines	Committee