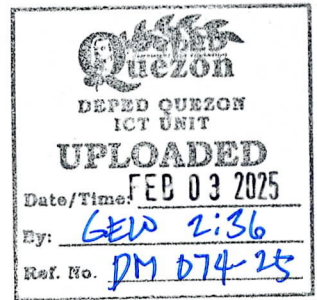




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 January 2025

DIVISION MEMORANDUM
DM No. 074, s. 2025

UPDATED REGISTRY OF DISTRICT RESEARCH COORDINATORS

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads in Charge of Research (SHIRD)
Alternate Research Coordinators
All Others Concerned

1. In reference to Division Memorandum No. 391, s. 2023 titled Reconstitution of the Research Committees in DepEd Quezon Schools and Districts, the Schools Division Research Committee (SDRC) issues the **Updated Registry of District Research Coordinators**.
2. The **Alternate Coordinators** are expected to work closely with the School Head In Charge of Research in the District (SHIRD) under the supervision of the PSDSs, to implement the District Research Management Program.
3. Moreover, all coordinators and committees within the district are required to perform the duties outlined in DM 391, s. 2023.
4. Please see the the said memo and the updated registry in the enclosure.
5. Any further changes to the aforementioned registry should be requested from the Chairperson of the SDRC through a formal letter to the Schools Division Superintendent.
6. For widest dissemination and information of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



mbmt/par/01/27/25

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[Enclosure to DM NO. 074, s. 2025]

Updated Registry of District Research Coordinators

District	Name Of Participant	Position	Alternate Research Coordinator	Position	PSDS
Agdangan	Arvin A. Morata	Head Teacher III	Arvin V. Mahinay	Teacher I	Marilyn N. Permejo
Alabat	Geus Deunar N. De Claro	Principal I	Charlene Joy G. Oliveros	Master Teacher II	Melanie D. Bonquin
Atimonan 1	Reynante M. Velasco	School Principal I	Herbert N. Doce	Master Teacher II	Susana P. Nera
Atimonan 2	Ma. Lila Medea L. Labios	Principal II	Sheryl M. Sarahan	Master Teacher I	Caridad C. Grimaldo
Buenavista 1	Marla N. Ortiz	Head Teacher I	Reygan Lazo	Principal I	Sharon A. Villaverde
Buenavista 2	Haide O. Hutameres	Principal I	Jobelle L. Factor	Teacher III	Isidro P. Delos Reyes
Calauag East	Ma. Cecilia E. Tarusan	Principal I	Realeen P. Gaza	Master Teacher II	Helen Esternon
Calauag West	Bernardo Cristino P. Altamira	School Principal II	Ryan C. Sulivas	Master Teacher I	Carmelo Eusebio P. Altamira
Candelaria East	Rowena S. Castro	Principal I	Maria Cantos	Principal I	Maria Fatima U. Calayag
Candelaria West	Dennis M. Chumacera	Principal I	Ma. Theresa A. Fornel	Head Teacher III	Raquel P. Marcuap
Catanauan 1	Jaysong. Barsana	School Principal I	Joyce C. De La Torre	School Principal I	Chona C. Andrade
Catanauan 2	Ailyn D. Magabo	Principal I	Jayson A. Magnaye	Head Teacher 1	Angelito A. Olvida
Dolores	Jerson D. Jolo	Principal I	Glen G. De Alday	Head Teacher II	Gilbert C. Alva
General Luna	Chires Jhoye R. Martin	Principal I	Jekah Bianca F. Empleo	Teacher II	Anabelle F. Empleo
General Nakar 1	Christine C. Fulay	Head Teacher I	Jay R M. Dela Torre	Ella A. Vargas	Maribel M. Santelices
General Nakar 2	Ma. Glenna A. Obuyes	Principal I	Ruel A. Villareal	Head Teacher III	Jaybert R. Saron
Guinayangan North	Jose Paolo Dapula	Principal I	Norman Danez	Master Teacher I	Orlando Serdon
Guinayangan South	Jackiello L. Cortez	Principal I	Lito I. Panya	Master Teacher I	Melinda R. Camacho
Gumaca East	Armindia D. Red	Principal I	Lorena U. Tarray	Master Teache II	Marlon M. Rañeses

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Gumaca West	Sheryl Gay O. Pascasio	Principal II	Richard R. Cabangon	Master Teacher I	Lourdes M. Tan
Infanta	Mary Ann L. Sarmiento	Principal II	Emerson P. Portales	Principal I	Luzviminda T. Buerano
Jomalig	Michelle O Solis	Principal I	Jane Jasmin M Galicia	Head Teacher I	Avelino R Bucad Jr
Lopez East	Margarita B. Segui	Principal I	Edelweza F. Palad	Teacher III	Rejulios M. Villenes
Lopez West	Joyous D. Del Rosario	Head Teacher I	Raymar C. Francia	Master Teacher II	Rejulios M. Villenes
Lucban	Rosalie R. Abcede	Principal I	Erwin Talaman	Principal I	Maria Carla M. Caraan
Macalelon	Jenny R. Sister	Principal I	Marinel F. Sta. Maria	Master Teacher I	Nolan L. Santoalla
Mauban North	Mharlee V. Derecho	Principal I	Sandra V. Repaso	Master Teacher I	Aurea J. Gandia
Mauban South	Ma Teresa T. Mago	Principal I	Siony Lat	Head Teacher II	Elenar B. Opeña
Mulanay I	Annie Marie N. Diokno	Principal I	Jeric P. Mutya	Master Teacher I	Rebie A. Marciano
Mulanay 2	Arvin A. Villare	Head Teacher III	Michelle R. Prado	Teacher III	Darwin L. Villaflor
Padre Burgos	Princess Joy S. Mengua	Principal I	Marciano R. Catapang	Teacher II	Princess Joy S. Mengua
Pagbilao 1	Elizabeth F. Gutierrez	Principal III	Meriel M. Merjudio	Principal I	Catalino L. Porta
Pagbilao 2	Carlo M. Pacinos	Principal III	Dennis M. Dimaranan	Teacher III	Desideria P. Zafranco
Panukulan	Priscilla R. Mortiz	Principal I	Alaida A. Remoroza	Principal I	Marry Ann T. Espiritu
Patnanungan	Leomar E. Eusebio	Head Teacher I	Ronalyn N. Francia	Teacher III	Avelino R. Bucad Jr., Phd
Perez	Kim Mathew L. Valdez	Principal I	Sighlie M. Regodon	Principal II	Rexter J. Anda
Pitogo	Carmencita T. Ponce	Principal II	Raymund T. Francia	Master Teacher II	Meriam C. Camposano
Plaridel	Cherie Lou A. Dedase	Principal I	Maria Solita R. Paras	Head Teacher III	Carla Marie D. Carandang
Polillo	Janet N. Suaverdez	Principal - III	Mary Grace A. Serrano	Principal I	Leonora T. Mopera
Quezon	Chona L. Canzana	Principal II	Jessica E. Oliveros	Teacher II	Sylvia H. Bulfane
Real	Jeric V. Prudente	School Principal I	John Kennedy C. Isidro	Teacher III	Ireen O. Aveno
Sampaloc	Laverne C. Tarubal	Principal I	Raffy Flores	Teacher III	Liliosa B. Diasanta

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San Andres	Eric V. Mornaol	Principal I	Jeric A. Amido	Master Teacher I	Mercedita G. Lorredo
San Antonio	Morlan G. Pasia	Principal I	Rivine P. Sibulo	Teacher III	Francisco D. Oblea
San Francisco 1	Byron Aloysius V. Cuerdo	Principal I	Maria Kludette Manalo Pacaigue - Ramos	TIC	Eutiquio A. Empleo
San Francisco 2	Michael Eric D. Nombrefia	Principal I	Michael Angelo T. Cabuyao	Head Teacher III	Ruth B. Son
San Narciso 1	Ariane R. Araw	Principal I	Fernan P. Reduta	Master Teacher I	Ferdinand T. Glor
San Narciso 2	Mechelle P. Uy	Principal I	Rea Rustica F. Fontamillas	Teacher I	Nimpha L. Reyes
Sariaya East	Dennis M. Chumacera	Principal I	Ma. Theresa A. Fornel	Head Teacher III	Raquel P. Marcuap
Sariaya West	Arnel E. Tinamisan	Principal I	John C. Chua	Principal I	Ma. Lourdes C. Cabanag
Tagkawayan 1	Zarah C. Orbe	Principal	Felomina M. Estabadez	Master Teacher I	Isagani H. Matibag
Tagkawayan 2	Thelma E. Manalo	Principal III	Gelyn D. De Castro	Principal IV	Alicia V. Gonzales
Tiaong 1	Guadalupe C. De Jesus	Principal I	Romulo M. Del Mundo Jr.	Head Teacher I	Restituto M. Hernandez
Tiaong 2	Lilibeth C. Cornilla	Principal-II	Analy V. Atienza	Principal III	Mario Pablo V. Umali Jr.
Unisan	Peter Andrew C. Regencia	Principal III	Rafael E. Ramos Jr.	Head Teacher III	Edna L. Cabrera

-- Nothing Follows --

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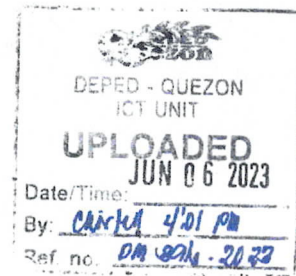


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SCHOOLS DIVISION OF QUEZON PROVINCE



01 June 2023

DIVISION MEMORANDUM
DM No. 391, s. 2023

RECONSTITUTION OF THE RESEARCH COMMITTEES IN DEPED QUEZON SCHOOLS AND DISTRICTS

To: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Schools Division Research Committee
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order No. 16, s. 2017, titled Research Management Guidelines, this Office announces the reconstitution of the research committees in schools and districts as a governance strategy.
2. The said research committees shall serve as an arm of the Schools Division Research Committee (SDRC) to promote the culture of research in schools and districts, and to liaise with the Division focal person regarding the implementation of respective research programs and relevant matters. It shall be called as follows:
 - a. School Research Committee (SRC), and
 - b. District Research Committee (DRC).

Composition	SRC	DRC
Adviser	Public Schools District Supervisor	Public Schools District Supervisor
Chairperson	School Head	School Head In Charge of Research in the District (SHIRD) as District Research Coordinator
Co-Chairperson	School Research Coordinator	Alternate District Research Coordinator

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	Alternate School Research Coordinator <i>*preferably with basic training in research writing and management</i>	<i>*preferably with basic training in research writing and management</i>
Members	-Content Evaluators (<i>within respective learning areas and program/project</i>) <i>*preferably Master and/or Head Teachers</i> -Technical Evaluators <i>*preferably competent teachers with basic training in research writing and management</i>	-Content Evaluators (<i>within respective learning areas and program/project</i>) <i>**preferably School Heads and/or Master/Head Teachers</i> -Technical Evaluators <i>**preferably School Heads, Master/Head Teachers and competent teachers with basic training in research writing and management</i>

3. The **SRC** shall perform relevant duties on research management at the school level, and shall have the following responsibilities:
- Provide directions on research initiatives of their school anchored on the Basic Education Research Agenda and other priority research areas of the school and higher governance levels;
 - Evaluate and endorse to the DRC the research proposals of the school for possible funding under the Basic Education Research Fund (BERF), or other sources of funds.
 - Endorse completed school-based research to the DRC for review or evaluation;
 - Organize, coordinate, and document regular meetings determined by the Committee;
 - Provide technical assistance on the conduct of school-based or classroom-based research in their school;
 - Attend and facilitate training or activities on research to capacitate members on research development and management;

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- g. Liaise with the District research focal person regarding the implementation of research initiatives in the school or within the District through applicable means of communication;
 - h. Disseminate credible announcements and information issued by the research committees of higher governance levels;
 - i. Create, document, and mobilize sub-committees on research management when necessary;
 - j. Conduct periodic monitoring of accomplishments related to the school research program, including dissemination and utilization of research outputs;
 - k. Prepare and submit annual reports to the SDRC, through the DRC, on all research initiatives conducted in the school from all fund sources; and
 - l. Do other related tasks as may be required by a competent authority.
4. On the other hand, the **DRC** shall perform relevant duties on research management at the district level, and shall have the following responsibilities:
- a. Provide directions on research initiatives of their district anchored on the Basic Education Research Agenda and other priority research areas of schools within the district and higher governance levels;
 - b. Evaluate and endorse to the SDRC the research proposals of the schools for possible funding under the Basic Education Research Fund (BERF), or other sources of funds.
 - c. Endorse completed school-based research to the SDRC for review or evaluation, and approval of the Schools Division Superintendent ;
 - d. Organize, coordinate, and document regular meetings determined by the Committee;
 - e. Provide technical assistance on the conduct of research within the district;
 - f. Hold districtwide training, conferences, and other activities on research to capacitate personnel in addressing problems inside the classroom, school, or the educational landscape through the conduct of research and development of interventions;
 - g. Liaise with the Division research focal person regarding the implementation of research initiatives within DepEd Quezon through applicable means of communication;

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SCHOOLS DIVISION OF QUEZON PROVINCE

- h. Disseminate credible announcements and information issued by the research committees of higher governance levels;
 - i. Create, document, and mobilize sub-committees on research management when necessary;
 - j. Conduct periodic monitoring of accomplishments related to the District research program, including dissemination and utilization of research outputs;
 - k. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices in education research projects;
 - l. Resolve emerging issues in the management and conduct of research;
 - m. Prepare and submit annual reports to the SDRC on all research initiatives conducted within and by the District from all fund sources; and
 - n. Do other related tasks as may be required by a competent authority.
5. The School Head and the PSDS shall **designate a Research Coordinator** in their respective levels, and issue a signed designation order, memorandum or letter with corresponding duties as follows:
- a. Implement a school/district research program aligned with DO 16, s. 2017 and other relevant issuances;
 - b. Serve as the focal person on school/district research initiatives;
 - c. Develop initiatives in improving the culture of research in the school/district together with the School Head/PSDS;
 - d. Lead the establishment of the SRC/DRC;
 - e. Mentor and motivate co-teachers to do research which will improve learning outcomes;
 - f. Promote/initiate research activities through the conduct of capacity-building activities;
 - g. Monitor the progress of research activities and attainment of objectives in the research program;
 - h. Prepare and maintain updated records of research and research activities;
 - i. Endorse research proposals, through the SRC/DRC, to the Division Office for technical assistance, evaluation, and approval;

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- j. Participate in research-related training, conferences, and activities; and
 - k. Do other tasks as may be required by the School Head/PSDS and other competent authorities.
6. The complete research workflow, suggested timetable and updated templates shall be issued in a separate Memorandum.
 7. The DRC (through the SHIRD) and the SRC (through the School Research Coordinator) are requested to fill out the registry of committees on or before **June 16, 2023**, for recording and future reference of the SDRC.
 8. Please access only one applicable link:
 - a. For schools – tinyurl.com/SRCregistryResearch2023
 - b. For districts – tinyurl.com/DRCregistryResearch2023
 9. Immediate dissemination of and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO VI -
Schools Division Superintendent 

parord/05/01/2023

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