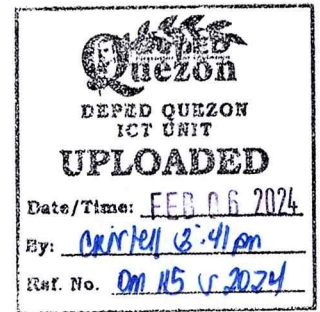




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 February 2024

DIVISION MEMORANDUM

DM No. 115, s. 2024

RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
District Research Coordinators
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, titled **Research Management Guidelines**, the Schools Division Research Committee (SDRC) is hereby reconstituted, effective immediately, as follows:

- Adviser** - Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent
- Chairperson** - Dr. Venus T. Balmedina
Assistant Schools Division Superintendent
- Co-Chairpersons** - Dr. Lorena S. Walangsumbat
Chief Education Supervisor - CID
Elizabeth M. De Villa
Chief Education Supervisor – SGOD
- Members** - Dr. Oscar R. Duma Jr.
SEPS – Planning and Research
Catherine A. Pureza
Administrative Officer V – Budget
- CID Representative/s based on the requirement for evaluation:**
- Abner L. Pureza
EPS - English
- Joseph E. Jarasa
EPS – Filipino

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Dr. Celestina M. Alba
EPS – Mathematics

Carmela Ezel A. Orogo
EPS – Science

Dr. Walter F. Galarosa
EPS – Araling Panlipunan, Multigrade

Dr. Juanito A. Merle
EPS – Senior High School

Jaime F. Zara
PSDS – TLE/EPP In-Charge

Dr. Fernando T. Seño
EPS – Edukasyon sa Pagpapakatao

Dr. Jee-Ann O. Borines
EPS – Learning Resource

Asuncion C. Ila
EPS – Alternative Learning System

Dr. Joan Alejaida R. Mauhay
EPS – Special Education

Jay S. Alfaro
EPS – MAPEH

Dr. Maria Dylin S. Garcia
EPS – Kindergarten

By invitation: Focal person of concerned
division/section/learning area/program

Secretariat

- Raul R. Agaran
EPS – SGOD

Marbin Jeramil D. Fragata
Planning Officer III

Dr. Michelle G. Duma
SEPS – Monitoring and Evaluation

Mary Joyce S. Montaña
Education Program Specialist II

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Leah A. Perez
Education Program Specialist II

Mark Angelo "Margel" Tiusan
PDO I – Youth Formation

2. The **SDRC** has the following roles and responsibilities.
- a. Provide directions on research initiatives through the national and local Basic Education Research Agenda (BERA) and other identified priority research areas in the Division;
 - b. Provide inputs and validate the Division's research priorities aligned with the Regional Office's research priorities;
 - c. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under Basic Education Research Fund (BERF);
 - d. Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;
 - e. Issue a certificate of completion upon validation of completed research, a certificate of utilization for research outputs used within the school/office, and a certificate of adoption for research outputs adopted outside the school/office;
 - f. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices in education research initiatives and projects;
 - g. Prepare and submit reports to the Regional Research Committee (RRC) on all research initiatives conducted in the division from all fund sources;
 - h. Resolve emerging issues on the management and conduct of research;
 - i. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
 - j. Endorse approved school-level proposal to the Regional Office for the confirmation and release of funds under BERF.

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3. The **SDRC Secretariat**, on the other hand, shall deliver the following tasks:
 - a. Organize, coordinate, and document meetings of the Committee;
 - b. Conduct initial screening of submitted proposals for compliance with submission guidelines;
 - c. Aid the SDRC members in recommending proposals for approval per the criteria and scoring template provided in Annex 4 of DO 16, s. 2017;
 - d. Liaise with academic and research institutions, government agencies, and other DepEd offices in the conduct of research;
 - e. Provide technical assistance to researchers on the conduct of their studies;
 - f. Conduct periodic monitoring of accomplishments related to Division research initiatives;
 - g. Prepare complete staff work in support of the Committee's functions as needed; and
 - h. Participate in activities related to the implementation of programs/projects on research management.
4. The chairperson, co-chairpersons, members, and secretariat are expected to attend regular meetings and activities.
5. Members by invitation shall refer to focal persons of any functional division, section, learning area, or program who shall provide technical assistance to researchers on the content or area of specialization, and attend activities of the Committee, where necessary.
6. Immediate dissemination of and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

parord/02/05/2024

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