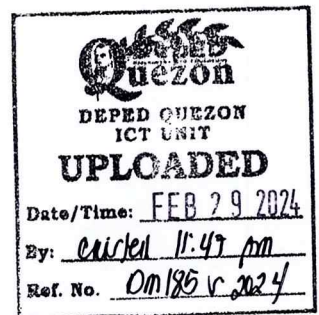




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 February 2024

DIVISION MEMORANDUM

DM No. 185, s. 2024

REGISTRY OF DISTRICT RESEARCH COORDINATORS

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
District Research Coordinators
All Others Concerned

1. In reference with Division Memorandum No. 391, s. 2023 (Reconstitution of the Research Committees in DepEd Quezon Schools and Districts), the Schools Division Research Committee (SDRC) issues the **Registry of District Research Coordinators**.
2. With the guidance of the PSDSs, the **Alternate Coordinators** are expected to collaborate with the **School Head In Charge of Research in the District** (SHIRD), and contribute to the implementation of the District Research Management Program.
3. All coordinators and committees are expected to carry out the duties outlined in DM 391, s. 2023.
4. Further changes in the said registry shall be requested to the Chairperson of the SDRC through a letter addressed to the Superintendent.
5. Please see the registry of coordinators in the Enclosure for reference.
6. For widest dissemination and information of all concerned.

ROMMEL C. BAUTISTA, CESO V.
Schools Division Superintendent

parord/02/19/2024

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

[Enclosure to DM No. 185, s. 2024]

Registry of District Research Coordinators

No.	District	School Head In Charge of Research	Position	Alternate Research Coordinator	Position	PSDS
1	Agdangan	Arvin A. Morata	Head Teacher III	Arvin Mahinay	Teacher I	Marilyn N. Permejo
2	Alabat	Geus Deunar Declaro	Principal I	Reggie S. Reazo	Principal I	Sharon A. Villaverde
3	Atimonan I	Cynthia P. Cuya	Principal I	Cherie Lou Adan Dedase	Asst. Principal I	Susana P. Nera
4	Atimonan II	Ma Lila Medea L. Labios	Principal I	Jerson D. Jolo	Master Teacher II	Caridad C. Grimaldo
5	Buenavista I	Marla N. Ortiz	Head Teacher I	Jaynell B. Ocea	Teacher I	Isidro P. Delos Reyes
6	Buenavista II	Haide O. Hutamares	Principal I	Jobellee L. Factor	Teacher III	Carla Marie D. Carandang
7	Burdeos	Renante Verzo	Principal II	Mary Grace A. Serrano	Master Teacher II	Leonora T. Mopera
8	Calauag East	Ma. Cecilia E. Tarusan	Principal I	Realeen P. Gaza	Master Teacher I	Helen R. Esternon
9	Calauag West	Bernardo Cristino P. Altamira	Principal III	Ryan C. Sulivas	Master Teacher I	Carmelo Eusebio P. Altamira
10	Candelaria East	Analyn V. Atienza	Principal III	Maria Cantos	Principal I	Ma. Fatima U. Calayag
11	Candelaria West	Estrella R. Dumas	Principal II	Maricon V. Estrellado	Master Teacher I	Raquel P. Marcuap
12	Catanauan I	Jayson G. Barsana	Asst. Principal II	Jhoyce C. De la Torre	Principal I	Chona D. Andrade
13	Catanauan II	Ailyn D. Magabo	Principal I	Melca D. Cabangangan	Master Teacher I	Angelito A. Olvida
14	Dolores	Michelle N. Manalo	Principal I	Reynaldo L. Nanson	Master Teacher II	Mario Pablo V. Umali Jr.
15	General Luna	Eraiza Jane T. Forbes	Principal I	Jekah Bianca F. Empleo	Teacher I	Anabelle F. Empleo
16	General Nakar I	Jay R M. Dela Torre	Head Teacher III	Ella A. Vargas	Teacher III	Maribel M. Santelices
17	General Nakar II	Ma. Glenna A. Obuyes	Principal I	Jomel I. Calucin	Head Teacher III	Jaybert R. Saron

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18	Guinayangan North	Jose Paolo R. Dapula	Principal I	Sheila Marie P. Dañez	Teacher III	Orlando D. Serdon
19	Guinayangan South	Jackielo L. Cortez	Principal I	Lito I. Panya Jr.	Master Teacher I	Melinda R. Camacho
20	Gumaca East	Arminda D. Red	Principal I	Lorena U. Tarray	Master Teacher II	Marlon M. Raneses
21	Gumaca West	Rexter J. Anda	Principal II	Geraldine P. Robles	Master Teacher I	Lourdes M. Tan
22	Infanta	Mary Ann L. Sarmiento	Principal II	Ramil A. Borreo	Master Teacher I	Luzviminda T. Buerano
23	Jomalig	Michelle O. Solis	Principal I	Darry R. Flores	Teacher III	Avelino R. Bucad Jr.
24	Lopez East	Margarita B. Segui	Principal I	Jenny Venezuela	Master Teacher I	Rejulios M. Villenes
25	Lopez West	Joyous D. del Rosario	Head Teacher I	Reymar C. Francia	Master Teacher I	Meilani L. Adan
26	Lucban	Rosalie R. Abcede	Principal I	Pamela A. Anoso	Master Teacher II	Maria Carla M. Caraan
27	Macalelon	Jenny R. Sister	Principal I	Marinel F. Sta. Maria	Master Teacher I	Nolan L. Santoalla
28	Mauban North	Mharlee V. Derecho	Principal I	Sandra V. Repaso	Master Teacher I	Aurea J. Gandia
29	Mauban South	Siony A. Lat	Head Teacher II	Eduardo M. Talaman	Master Teacher I	Elenar B. Opena
30	Mulanay I	Annie Marie N. Diokno	Principal I	Jeric P. Mutya	Teacher III	Rebie A. Marciano
31	Mulanay II	Rowena B. Manzano	Principal I	Rodelito F. Paras	Teacher III	Darwin L. Villafior
32	Padre Burgos	Angelo L. Apolinar	Principal I	Marciano R. Catapang	Teacher III	Reyvi C. Faraon
33	Pagbilao I	Elizabeth F. Gutierrez	Head Teacher III	Meriel M. Merjudio	Head Teacher III	Catalino L. Porta
34	Pagbilao II	Antonino R. Bulfa	Principal II	Dennis M. Dimaranan	Teacher III	Desideria P. Zafranco
35	Panukulan	Dorren M. Villanueva	Principal I	Reniel Mark C. Base	Teacher I	Marry Ann T. Espiritu
36	Patnanungan	Rosalie A. Salgo	Principal III	Arvin V. Casilao	Teacher III	Avelino R. Bucad Jr.
37	Perez	Sighlie M. Regodon	Principal II	Nora P. Manlogon	Master Teacher I	Jaime F. Zara Jr.
38	Pitogo	Carmencita T. Ponce	Principal II	Raymund C. Francia	Master Teacher II	Meriam C. Camposano
39	Plaridel	Salve J. Hosain	Principal I	Maribel T. Mapaye	Principal I	Rosaldo C. Adan

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40	Polillo	Janet N. Suaverdez	Principal II	Ronald A. Capile	Principal II	Leonora T. Mopera
41	Quezon	Chona L. Canzana	Principal II	Jessica E. Oliveros	Teacher II	Sylvia H. Bulfane
42	Real	Jeric V. Prudente	Principal I	Rose Anne P. Potestades	Teacher III	Ireen O. Aveno
43	Sampaloc	Jaime L. Martinez Jr.	Principal II	Raffy Flores	Teacher III	Liliosa B. Diasanta
44	San Andres	Roussel Lito E. Alva	Asst. Principal II	Jeric Amido	Master Teacher I	Mercedita G. Lorredo
45	San Antonio	Morlan G. Pasia	Principal I	Rivine P. Sibulo	Teacher III	Francisco D. Oblea
46	San Francisco I	Byron Aloysius V. Cuerdo	Principal I	Mark Angelo M. Labitigan	Teacher II	Eutiquio A. Empleo
47	San Francisco II	Michael Eric D. Nombrefia	Principal I	Arnold T. Baldevia	Master Teacher I	Eutiquio A. Empleo
48	San Narciso I	Dina Q. Banaban	Head Teacher I	Fernan P. Reduta	Master Teacher I	Ferdinand T. Glor
49	San Narciso II	Mechelle P. Uy	Principal I	Rea Rustica F. Fontamillas	Teacher I	Gilbert C. Alva
50	Sariaya East	Bonifacio R. Remo	Principal I	Almira C. Dela Torre	Teacher II	Carlito B. Gunay
51	Sariaya West	Carmelita C. Centeno	Principal I	Mylene C. Laylo	Principal I	Ma. Lourdes C. Cabanag
52	Tagkawayan I	Zarah C. Orbe	Principal I	Felomina Estabadez	Master Teacher I	Isagani H. Matibag
53	Tagkawayan II	Thelma E. Manalo	Principal II	Gelyn D. De Castro	Principal III	Alicia V. Gonzales
54	Tiaong I	Arnel A. Tinamisan	Principal I	Daisy A. Aguilar	Assist. Principal II	Restituto M. Hernandez
55	Tiaong II	Lilibeth C. Cornilla	Principal I	Arlene V. Diamante	Principal I	Celso T. Dimaculangan
56	Unisan	Antonio D. Revillame	Principal III	Arelyn Manalo	Principal I	Edna L. Cabrera

Note: District Research Coordinator may refer to either SHIRD or Alternate Coordinator.

-Nothing follows.

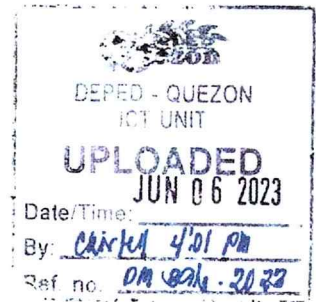
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Republic of the Philippines
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SCHOOLS DIVISION OF QUEZON PROVINCE



01 June 2023

DIVISION MEMORANDUM
DM No. 091, 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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SCHOOLS DIVISION OF QUEZON PROVINCE

- 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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