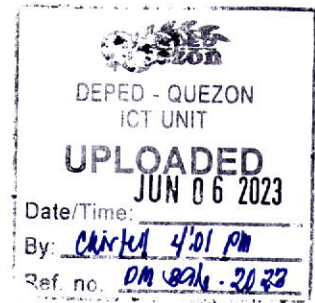




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



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:
- a. 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;
 - b. 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.
 - c. Endorse completed school-based research to the DRC for review or evaluation;
 - d. Organize, coordinate, and document regular meetings determined by the Committee;
 - e. Provide technical assistance on the conduct of school-based or classroom-based research in their school;
 - f. 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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- 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 V
Schools Division Superintendent 

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