



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 08 2022

MEMORANDUM

No. 072, s. 2022

RECONSTITUTION OF SCHOOLS DIVISION RESEARCH COMMITTEE

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to Regional Memorandum No. 165 s. 2021 dated April 22, 2021, entitled "Reconstitution of Research Committees and Its Technical Working Group" the Schools Division Research Committee (SDRC) is hereby reconstituted effective April 29, 2021, as follows:

Adviser	: Dr. CARLEEN S. SEDILLA CESO V Schools Division Superintendent
Chairman	: Dr. NERISSA R. LOMEDA OIC-Assistant Schools Division Superintendent
Co-Chairmen	: Ms. MADELINE ANN L. DIAZ Chief Education Supervisor, CID Ms. MA. REGAELE A. OLARTE Education Program Supervisor, SGOD
Members	: Ms. PHOEBE R. ARROYO SEPS, Planning & Research Dr. ZOREN PEPITO L. GUBALANE SEPS, Monitoring and Evaluation Dr. EMELITA D. BAUTISTA Education Program Supervisor – Mathematics Dr. VALENTINA A. BALLESTEROS Education Program Supervisor – TLE/EPP



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Republic of the Philippines
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**Office of the Schools Division
Superintendent**

Dr. GINA U. URQUIA
Education Program Supervisor, LRMDs

Ms. CLARISA C. AVILA
Public Schools District Supervisor

Mr. JAY BOY E. EVANO
Public Schools District Supervisor

Ms. SUSAN M. LABUNTOG
Division Accountant

Secretariat : **Mr. JOSEPH D. NILO**
Education Program Specialist, Monitoring and Evaluation

2. The duties and responsibilities of the SDRC the following:

- 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 by 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 initiative 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.

The SDRC Secretariat will deliver the following:

- 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 the criteria and scoring template provided in Annex 4;



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- d) Liaise with academic and research institutions government agencies, and other DepEd Office in the conduct of the research;
 - e) Provide technical assistance 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 the division research initiatives; and
 - h) Prepare and complete staff work in support of the Committee's functions as needed.
3. Schools are directed to reconstitute their School Research Committee (SRC) and submit the list on or before May 10, 2021.
4. Enclosed with this Memo is the Regional Research Committee and its Technical Working Group.
5. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH
POLICIES
RULES AND REGULATIONS

PRA/DM/ RECONSTITUTION OF SCHOOLS DIVISION RESEARCH COMMITTEE
072 / April 7, 2022



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