



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 FEB 12 2025

MEMORANDUM

No. 067 s. 2025

**RECONSTITUTION OF THE COMPOSITION OF THE SCHOOLS DIVISION
RESEARCH COMMITTEE (SDRC)**

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

1. This Office hereby reconstitutes the composition of the Schools Division Research Committee, effective immediately.

Adviser : **VIOLETA M. GONZALES, CESO VI**
OIC-Schools Division Superintendent

Chair : **LILIA A. RICERO, CESE**
OIC-Assistant Schools Division Superintendent

Co-Chair : **Dr. FLORANTE C. MARMETO**
Chief Education Supervisor, CID

Ms. MA. REGAELE A. OLARTE
OIC-Chief Education Supervisor, SGOD

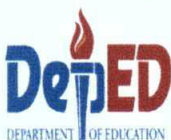
Members : **Ms. PHOEBE R. ARROYO**
SEPS, Planning & Research

Dr. ZOREN PEPITO L. GUBALANE
SEPS, Monitoring and Evaluation

Dr. JOHN ALBERT B. COLLE
Education Program Supervisor – Filipino

Mr. LAMBERT G. QUESADA
Education Program Supervisor – Mathematics

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NUM-2025-067



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Dr. GINA U. URQUIA

Education Program Supervisor, LRMDs

Dr. JAY BOY E. EVANO

Public Schools District Supervisor

Dr. ERIC F. FUNGO

Public Schools District Supervisor

Ms. KARINA E. MEDINA

Accountant III

Secretariat

: **Mr. JOSEPH D. NILO**

Planning Officer III

2. Pursuant to DepEd Order No. 16 s. 2017, the duties and responsibilities of the Schools Division Research Committee are:

- 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.



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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;
- 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. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:


LILIA A. RICERO

OIC-Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: none

References: as stated

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH
COMMITTEE

PRA /Reconstituting the Composition of the Schools Division Research Committee
_067 /February 10, 2025

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