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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 12 2026

MEMORANDUM

No. 006 s. 2026

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

To: Assistant Schools Division Superintendent/
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance Operations Division
All 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

Chairperson : LILIA A. RICERO
Assistant Schools Division Superintendent

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

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

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

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

Dr. CHRISTIAN PAUL A. DELA VEGA
SEPS, Social Mobilization and Networking

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

Dr. MA. CARMEN D. SOLAYAO
Education Program Supervisor - English

Dr. GINA U. URQUIA
Education Program Supervisor, LRMDS

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NUM-2026-006



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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Dr. ERIC F. FUNGO
Public Schools District Supervisor

Dr. JHEMSON C. ELIS
Public Schools District Supervisor

Dr. MENIANO D. EBORA
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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3. 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.

VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: none

References: as stated

To be indicated in the Perpetual Index
Under the following subjects

COMMITTEE
RESEARCH
SCHOOLS

PRA/DM/Reconstitution of the Composition of the Schools Division Research Committee (SDRC)
006/January 7, 2026

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