



Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 8, 2023

DIVISION MEMORANDUM

No. 34, s. 2023

To: Asst. Schools Division Superintendents
Chief Education Program Supervisors
Education Program Supervisors
Public School Heads
All Others Concerned

RECOMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE

1. In accordance with DepEd Order No. 06, s. 2017 entitled, "Research Management Guidelines", this Office hereby announces the members of the Schools Division Research Committee (SDRC).

Chair : **ZUREX T. BACAY, PhD**
Assistant Schools Division Superintendent

Co-Chairs: **BERNARDO A. GARGABITE, EdD**
Chief ES- SGOD
LARRY B. ESPIRITU, PhD
Chief ES- CID

Adviser: **DANTE G. PARUNGAO, CESO V**
Schools Division Superintendent

Members: **ANGELICA M. BURAYAG, PhD**
Education Program Supervisor-SGOD/Research
WENDSY S. CASIO
Education Program Specialist II-SGOD
JOMEL V. MANGAWANG
Accountant III
By invitation: Focal Person of concerned division/learning area/section/program

Secretariat: School Governance Operations Division (**SGOD**)



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



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2. To facilitate the evaluation and approval of the research proposals, Committee members may designate permanent alternates to represent them during the SDRC meetings, in case of unavailability.

The SDRC Secretariat will deliver the following:

1. Organize, coordinate, and document meetings of the committee;
 2. Conduct initial screening of submitted proposals with submission guidelines;
 3. Aid SDRC Members in recommending proposals for approval as per the criteria and scoring template provided in Annex 4 of DO. 16 s.2017;
 4. Liaise with the academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
 5. Provide technical assistance to researchers on the conduct of their studies;
 6. Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division.
 7. Prepare periodic report on accomplishment related to division research initiatives; and
 8. Prepare complete staff work in support of the Committee's function as needed.
3. The SDRC will assume the responsibilities of research management at the Schools Division level. The SDRC will have the following roles and responsibilities:
- 3.1 Provide directions on research initiative through national and local Basic Education Research Agenda, and other identified priority research areas in the division;
 - 3.2 Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;
 - 3.3 Evaluate and approve research proposals other related research initiatives within the school's division to be funded by other fund sources;
 - 3.4 Forge partnership with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
 - 3.5 Prepare and submit report to Region Research Committee (RRC) on all research initiatives conducted in the division from all fund sources;
 - 3.6 Resolve emerging issues on the management and conduct of research;
 - 3.7 Ensure the cost estimates fall under the existing accounting and auditing rules and regulations; and
 - 3.8 Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.
4. Relative thereto, the SDRC shall convene and expedite the process and for appropriate recommendation and suggestions of the document submitted in an en banc deliberation.

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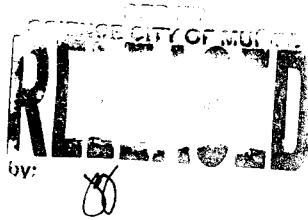


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5. SDRC meeting will be on February 13, 2023 , 9 A.M. at Conference Hall.
6. Immediate and wide dissemination of this memorandum is desired.



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DANTE G. PARUNAGAO, CESO V
Schools Division Superintendent



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