



Republic of the Philippines

DEPARTMENT OF EDUCATION

Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City



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July 10, 2017

DIVISION MEMORANDUM

No. 350 s. 2017

COMPOSITION OF SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisor
Public Elementary and Secondary School Heads
Education Program Supervisors/Specialists
All Others Concerned

1. Pursuant to the Department of Education (DepEd) Order No. 16, s. 2017 re: Research Management Guidelines, this Division announces the composition of the SDRC to wit:

Adviser : Mr. Salustiano T. Jimenez, CESO VI - SDS

Chair : Mrs. Leilani T. Cabrera, CESE - ASDS
Co-Chairs : Dr. Erlinda N. Calumpang - CID Chief
Dr. Rachel B. Picardal - SGOD Chief

Members : Dae P. Habalo - SEPS Planning and Research
CID Representative/s based on requirement for the evaluation
Representative from Finance Unit
By invitation: Focal person of learning area / section / program

Secretariat Committee: Dr. Nonale Q. Resoor - Division Coordinator, In-charge Planning Office
Dae P. Habalo - SEPS Planning and Research
Dr. Emma S. Mate – SEPS Social Mobilization and Networking

2. The SDRC will have the following roles and responsibilities:
- Provide directions on research initiatives through national and local Basic Education Research Agenda, and other identified priority research areas in the division;
 - Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;
 - Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;

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- d. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
 - e. Prepare and submit reports to the Regional Research Committee (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.
3. The SDRC Secretariat Committee 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 criteria and scoring template provided in Annex 4 of DepEd Order No. 16, s. 2017.
 - d. Liaise with academic and research institutions government agencies, and other DepEd offices 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 division research initiatives; and
 - h. Prepare complete staff work in support of the Committee's functions as needed.
4. Immediate dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ, CESO VI
OIC – Office of the Asst. Regional Director
Concurrent Schools Division Superintendent

1/10/17

