



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

February 22, 2024

DIVISION MEMORANDUM

No. 96, s. 2024

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

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (SGOD & CID)
 Education Program Supervisors
 Education Program Specialist
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 Finance Section

1. Pursuant to DepEd Order No. 16, s. 2017 and DepEd Order No. 97, s. 2018 "Research Management Guidelines", this office reconstitutes the Division Research Committee (DRC) composed of the following; to wit:

Chair:	AURELIO A. SANTISAS OIC, Office of the Assistant Schools Division Superintendent
Co-Chair:	DR. VICENTE JOSE V. SUAREZ II Chief Education Supervisor (CID)
	SHERLITO E. SAGAPSAPAN Chief Education Supervisor (SGOD)
Adviser:	DR. DANNY B. CORDOVA, EdD, CESO VI Schools Division Superintendent
Members:	MICHELLE V. TORRES (SEPS Planning and Research)
	VICENTE RAMON V. SUAREZ II (Education Program Specialist II/Research Coordinator)
	CID Representative/s based on requirement for evaluation
	By Invitation: Focal Person of concerned division/learning area/section/program
Secretariat:	School Governance and Operations Division (SGOD)

The Schools Division Research Committee will assume the responsibilities of research management at the school's division level. The Division Research Committee will have the following roles and responsibilities:

1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;



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2. Evaluate and approve research proposals and other related initiatives from the schools and other community learning centers (CLCs) to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;
4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
6. Resolve emerging issues on the management and conduct of research;
7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
8. Endorse approved school level proposals to the Regional Offices for confirmation and release of funds under BERF.

The Division Research Committee Secretariat will deliver the following:

1. Organize, coordinate, and document meetings of the committee;
2. Conduct initial screening of submitted proposals for compliance with submission guidelines
3. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided in Annex 4;
4. Liaise with 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 division;
7. Prepare periodic report on accomplishments related to division research initiatives; and
8. Prepare complete staff work in support of the committee's functions as needed.

For information, guidance and compliance.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent



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