



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

February 22, 2024

Division Memorandum

No. 131 s, 2024

RECONSTITUTION OF SCHOOLS DIVISION RESEARCH COMMITTEE

TO: Assistant Schools Division Superintendent
Chief Schools Governance and Operations Division
Chief Curriculum Implementation Division
Education Program Supervisors
Public School District Supervisors
Public School District In-Charge
Elementary and Secondary School Heads
Elementary and Secondary Schools In-Charge
Schools Division Research Committee Members (SDRC)
All Others Concerned

1. Pursuant to DepEd Order No.16, s. 2017 re: Research Management Guidelines, this Office announces the reconstitution of the Schools Division Research Committee to ensure guidance in managing research initiatives in the division, districts, and schools' level. The Division Research Committee (SDRC) is hereby reconstituted as follows:

Chairman: MARY ANN M. ALLERA
Assistant Schools Division Superintendent

Co-Chairman: MA. TERESA M. ABSIN
Chief, Schools Governance and Operations Division

ALTERNATE- OIC-Chief, Curriculum Implementation Division

Adviser: EDILBERTO L. OPLENARIA
Schools Division Superintendent

Members: JOSEPHINE D. LABARES
SEPS- Planning and Research



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Edwin L. Gamorot
Planning Officer III

RHODORA L. GALLARES
SGOD-Education Program Supervisor
MARK LORREN T. TEJANO
Budget Officer III

IRISH KARYLLE D. MONTE
SEPS HRTD

Representatives from CID: Alternate- by Learning Area

GLADYS S. BANAC – English
Education Program Supervisor

GINES C. CAVAYAN – Math
Education Program Supervisor

LILIAN B. SALAN – Science
Education Program Supervisor

SALLY S. AGUILAR – Filipino
Education Program Supervisor

JOANA RUBY L. PRESENTE – Alternative Learning System
Education Program Supervisor

NORBERTO ROSALES – TVL/ Senior High School
Education Program Supervisor

RAFUNZEL D. EPANIS - MAPEH
Education Program Supervisor

GRACE B. GALLANA – MADRASAH Education
Education Program Supervisor

MARIA ASUNCION G. RAFOLS – Araling Panlipunan
Education Program Supervisor

Secretariat: School Operations and Governance Division (SGOD)



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2. The Division Research Committee (SDRC) will assume the responsibilities of research management at the schools division level. The SDRC will have the following roles and responsibilities:

- 2.1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
- 2.2. Evaluate and approve research proposals and other related research initiatives from schools and community learning centers (CLCs) to be funded under BERF;
- 2.3. Evaluate and approve research proposals and other related research within the schools division to be funded by other fund sources;
- 2.4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
- 2.5. Prepare and submit reports to RRC on all research initiatives conducted in the division from all fund sources;
- 2.6. Resolve emerging issues on the management and conduct of research;
- 2.7. Ensure that cost estimates fall under the existing accounting and auditing rules; and
- 2.8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.
- 2.9. In case of unavailability, Division Research Committee Members may designate alternates to represent them to facilitate the evaluation and approval of research proposals.

3. SDRC Secretariat will deliver the following;

- 3.1 Organize, coordinate, and document meetings of the Committee;
- 3.2 Conduct initial screening of the submitted proposals for compliance with submission guidelines
- 3.3 Aid SDRC members in recommended proposals for approval as per criteria and scoring template;
- 3.4 Liaise with academic and research institutions and government
- 3.5 Provide technical assistance to researchers on the conduct of their studies;
- 3.6 Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division;
- 3.7 Prepare periodic report on accomplishments related to division research initiatives; and
- 3.8 Prepare complete staff work in support of the Committee's functions needed.



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4. The composition of the Division Research Committee is in accordance with DepEd Order No. 16, s. 2017, section V (Research Management) hence, members shall accord it with utmost priority.
5. Upon approval of the reconstitution, members will be notified of their roles and responsibilities to be fully aware that they are precluded from relinquishing their respective positions for personal motives or considerations.
6. Immediate dissemination of this memorandum is enjoined.

For the Schools Division Superintendent

MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Officer-In-Charge

ELO/mma/sgod/mma/jdl/ research



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