



**Department of Education**  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City  
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July 5, 2017

**DIVISION MEMORANDUM**

No. 218 s. 2017

**RELEASED**

JUL 05 2017

By

DepEd Angeles City  
Division of City Schools

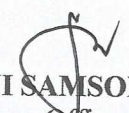
**RESEARCH MANAGEMENT GUIDELINES**

To: Assistant Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Secondary School Heads  
Public Elementary School Heads  
Public Secondary and Elementary School Teachers

1. The Department of Education as it strengthens the culture of research, the department has released DepEd Order No. 16, s. 2017 entitled Research Management Guidelines.
2. The Research Management Guidelines provide guidance in managing research initiatives across all levels; improve fund sources and utilization; and reinforce research collaboration and dissemination.
3. The following enclosures articulate the guidelines in the management and conduct of researches in the division and school level.

Enclosure No. 1 : Composition of the Schools Division Research Committee (SDRC)  
Enclosure No. 2: Composition of the Secondary School Research Committee (SSRC)  
Enclosure No. 3: Composition of the Senior High School Research Committee (SHSRC)  
Enclosure No. 4: Composition of the Elementary School Research Committee (ESRC)  
Enclosure No. 5: The School Research Management Flowchart  
Enclosure No. 6: The Division Research Unit Flowchart (for Non-BERF proposals)  
Enclosure No. 7: The Division Research Unit Flowchart (for BERF proposals)

4. There should be only one research committee per school.
5. Attached herewith is the DepEd Order No. 16 s. 2017 for your guidance.
6. Wide dissemination and compliance of this memorandum is highly directed.

  
**LEILANI SAMSON CUNANAN, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent



The Schools 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:

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. Evaluate and approve research proposals and other related research initiatives from the schools and 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 SDRC 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 / classroom level proposals to the Regional Office for confirmation and release of funds under BERF.

#### The Composition of the Schools Division Research Committee (SDRC)

<b>Chair:</b>	<b>Maria Celina L. Vega</b> Assistant Schools Division Superintendent
<b>Co-Chairs:</b>	<b>Lyn V. Lansangan</b> Chief, SGOD
	<b>Victoriana P. Bondoc</b> Chief, CID
<b>Adviser:</b>	<b>Leilani Samson Cunanan, CESO VI</b> Schools Division Superintendent
<b>Members:</b>	<b>Maria Leonora E. Vinoya</b> SEPS, Planning and Research
	<b>Roger L. Nuqui, Ed.D.</b> PSDS, CID
	<b>Lourdes G. Dela Cruz, Ph.D.</b> EPS, CID
	<b>Agnes G. Manabat, Ed.D.</b> PSDS, CID
<b>Secretariat:</b>	<b>Marjorie D. Lacson</b> SEPS, HRD <b>Elizabeth C. David</b> Eps II, SMM&E <b>Clarisa A. Lagman</b> PDO I

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

The SDRC Members/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 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 the 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



### The Secondary School Research Committee (SSRC)

The Secondary School Research Committee (SSRC) will assume the responsibilities of research management at the school level. The SSRC 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 school;
2. Evaluate and approve research proposals and other related research initiatives from the school and/or classroom-based to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives from the school and/or classroom-based 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 SDRC on all research initiatives conducted in the school 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 / classroom level proposals to the Division Office for confirmation and availment of BERF.

The Composition of the Secondary School Research Committee (SSRC) is as follow:

Chair	School Head
Co-chairs	(1) Designated Research Coordinator (must be inclined in Research)
	(1) Master Teacher in English (or Master Teacher in Math/Science in the absence of MT in English (must be inclined in Research)
	(1) Department Head in Math (or Department Head in English/Science in the absence of Department Head in Math (must be inclined in Research)
Members/Secretariat	(1) Teacher III in Science or Filipino (must be inclined in Research)
	(1) Representative from Finance Department/Unit or any teacher with M.A degree or M.A units in Math

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

The SSRC Members/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 SSRC members in recommending proposals for approval;
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 crafting, improving and conduct of their studies;
6. Conduct periodic monitoring on research initiatives in schools;
7. Prepare accomplishment reports related to division research initiatives;
8. Prepare complete staff work in support of the Committee's functions as needed.



**The Senior High School Research Committee (SHSRC)**

The Senior High Research Committee (SHRC) will assume the responsibilities of research management at the school level. The SHSRC 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 school;
2. Evaluate and approve research proposals and other related research initiatives from the school and/or classroom-based to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives from the school and/or classroom-based 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 SDRC on all research initiatives conducted in the school 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 / classroom level proposals to the Division Office for confirmation and availment of BERF.

The Composition of the Senior High Research Committee (SHRC) is as follow:

Chair	School Head
Co-chairs	(1) Designated Research Coordinator (must be inclined in Research)
	(1) Master Teacher in English/Filipino (or any inclined in Research)
	(1) Master Teacher in Math/Statistics/Science (must be inclined in Research)
Secretariat	(1) Teacher III or any teacher inclined in Research
	(1) Representative from Finance Department/Unit or Any teacher with M.A degree or M.A units in Math

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

The SHRC Members/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 SSRC members in recommending proposals for approval;
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 crafting, improving and conduct of their studies;
6. Conduct periodic monitoring on research initiatives in schools;
7. Prepare accomplishment reports related to division research initiatives;
8. Prepare complete staff work in support of the Committee's functions as needed.



**The Elementary School Research Committee (ESRC)**

The Elementary School Research Committee (ESRC) will assume the responsibilities of research management at the school level. The SHRC 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 school;
2. Evaluate and approve research proposals and other related research initiatives from the school and/or classroom-based to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives from the school and/or classroom-based 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 SDRC on all research initiatives conducted in the school 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 / classroom level proposals to the Division Office for confirmation and availment of BERF.

The Composition of the Elementary School Research Committee (ESRC) is as follow:

Chair	School Head
Co-chairs	(1) Designated Research Coordinator (must be inclined in Research)
	(1) Master Teacher in English or Teacher III in English or Math or Subject Coordinator in any subject (must be inclined in Research)
	(1) Head Teacher in Math or English (or subject coordinator or Teacher III in any subject)
Members/Secretariat	(1) Teacher III or any teacher inclined in Research
	(1) Representative from Finance Department/Unit or Any teacher with M.A degree or M.A units in Math

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

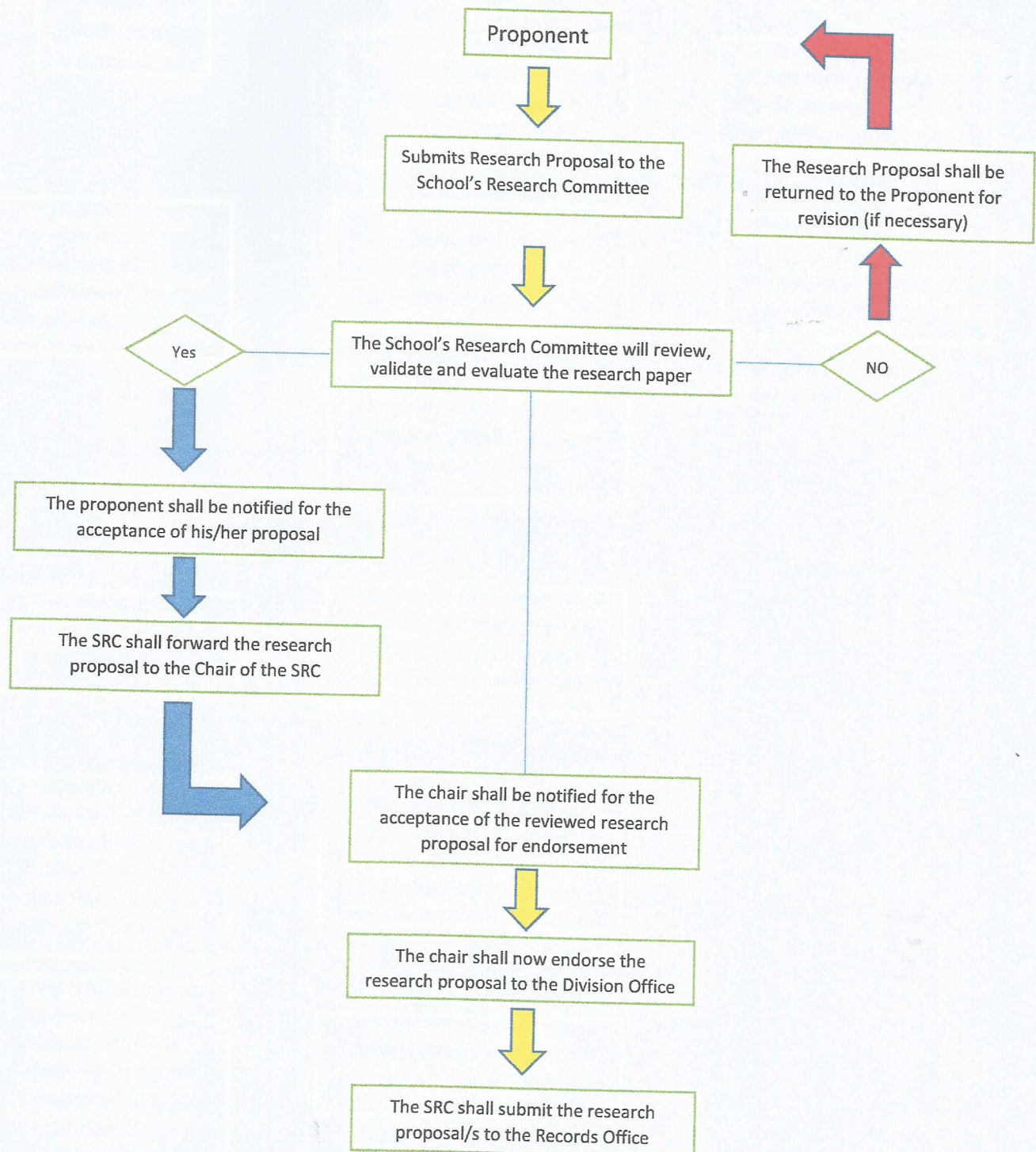
The ESRC Members/Secretariat will deliver the following:

1. Organize, Coordinate, and document meetings of the Committee;
2. Conduct initial screening of submitted proposals for compliance with submission guidelines;
3. Aid SSRC members in recommending proposals for approval;
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 crafting, improving and conduct of their studies;
6. Conduct periodic monitoring on research initiatives in schools;
7. Prepare accomplishment reports related to division research initiatives;
8. Prepare complete staff work in support of the Committee's functions as needed.



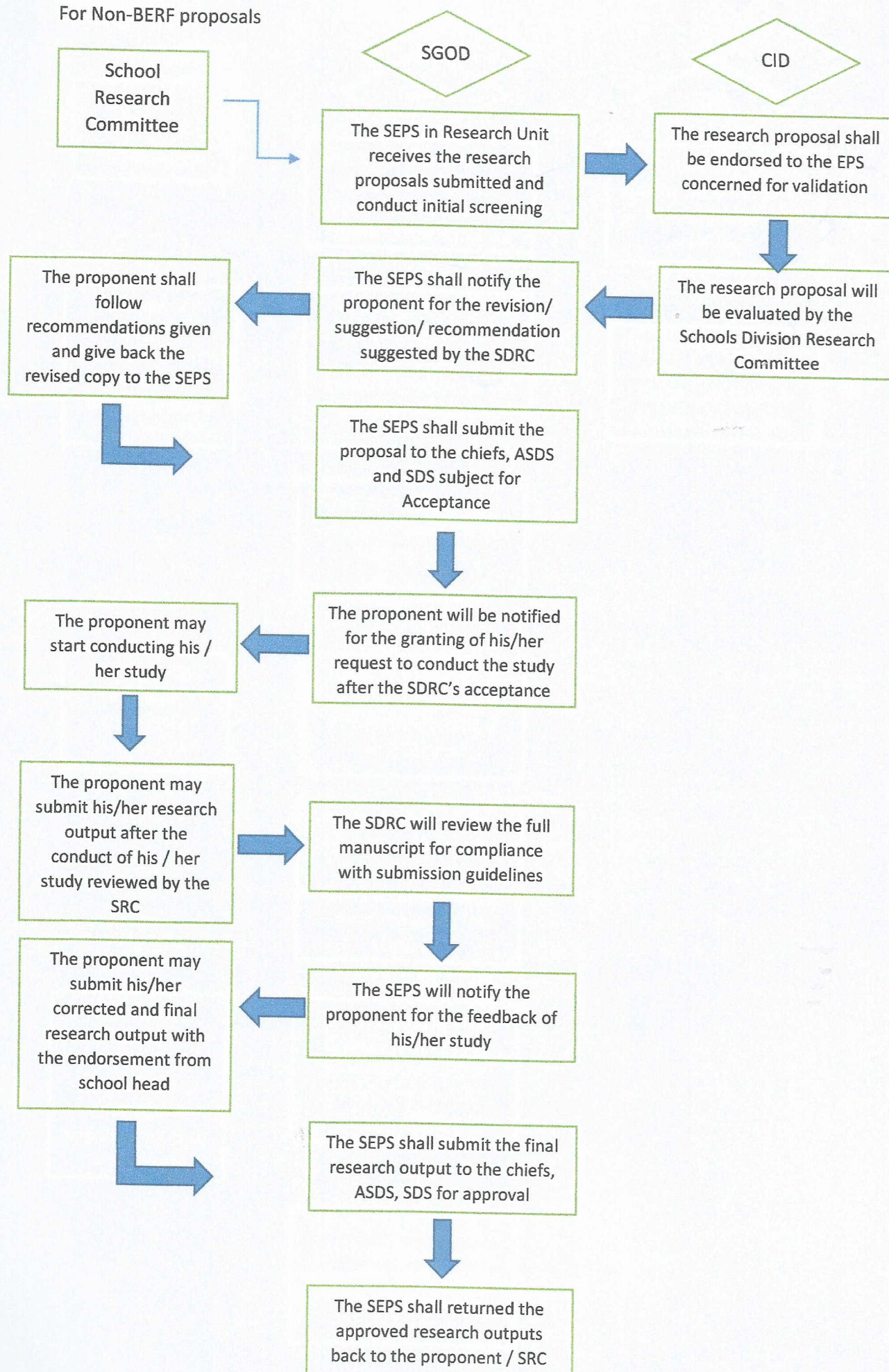
Enclosure No. 5

The School Research Management Flowchart





### For Non-BERF proposals



# Enclosure No. 7 The Division Research Unit Flowchart

For BERF proposals

