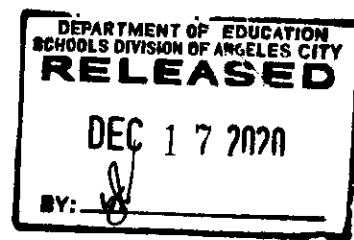




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



December 14, 2020

DIVISION MEMORANDUM

No. 335 s. 2020

**REVISION TO DIVISION MEMORANDUM NO. 342 S. 2018
(RESEARCH MANAGEMENT GUIDELINES)**

To: Assistant Schools Division Superintendent

Division Chiefs

CID Personnel

SGOD Personnel

Public Secondary School Heads

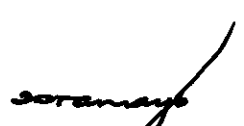
Public Elementary School Heads

Public School Teachers

1. The provisions stipulated in the Division Memorandum No. 342 s. 2018 entitled Research Management Guidelines shall remain in effect with some specific revisions to better implement the policy, to wit:

a. The following enclosures shall be replaced with an enhanced version to facilitate the efficient evaluation of research proposals:

- Enclosure No. 1: Composition of the Schools Division Research Committee (SDRC); Secondary School Research Committee (SSRC); and Elementary School Research Committee (ESRC)
 - Enclosure No. 2 to Division Memorandum no. 176 s. 2020
 - Enclosure No. 3 to Division Memorandum no. 176 s. 2020
2. There should be only one organizational structure of the school research committee per school.
3. Wide dissemination of and compliance with this memorandum is highly enjoined.


MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosures: As stated.

/seps/par/MLV



cpd 2020-291
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SCHOOLS DIVISION OF ANGELES CITY

Enclosure No. 1 to Division Memorandum No. 335 s. 2020

1.1 Composition of Schools Division Research Committee (SDRC)

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 Policy Research Program Fund (PRPF);
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/classroom level proposals to the Regional Office for confirmation and release of funds under PRPF (formerly BERF).

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

Chair:	FERNANDINA P. OTCHENGCO PhD Assistant Schools Division Superintendent
Co-Chairs:	LYN V. LANSANGAN EdD Chief, SGOD Officer-In-Charge Chief, CID
Adviser/Consultant:	MA. IRELYN P. TAMAYO PhD Schools Division Superintendent
Member:	MARIA LEONORA E. VINOYA SEPS, Planning and Research
Secretariat:	ELIZABETH C. DAVID Eps II, SMM&E ARCELY G. GARCIA Eps II, HRD CLARISA A. LAGMAN 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;



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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 a periodic report on accomplishments related to division research initiatives; and
8. Prepare complete staff work in support of the committee's functions as needed

Reference: DepEd Order No. 16 s. 2017



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1.2 Composition of Secondary School Research Committee (SSRC)

The Secondary School Research Committee (SSRC) that includes the **Junior and Senior High Schools** will assume research management responsibilities 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. Review and evaluate research proposals and other related research initiatives within the school and/or classroom-based research;
3. Forge partnerships with academic and Research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
4. Prepare and submit reports to the SDRC on all research initiatives conducted in the school from all any fund sources;
5. Resolve emerging issues on the management and conduct of research;
6. Endorse approved school/classroom level proposals to the Division Office for confirmation and availment of BERF and other fund sources.

The Composition of the **Secondary School Research Committee (SSRC)** both JHS & SHS is as follow:

Chair	(1) Designated School Research Coordinator (Master Teacher in English or Math from the Senior High School)
Co-chair	(1) Master Teacher in English or Math or Science or Teacher III with background in Research (from the Junior High School)
Members	(1) Master Teacher in Math (JHS) (1) Teacher III in any subject area (JHS or SHS) (inclined in research)
Subject Area Consultant/s	(1) Subject Area Specialist preferably Master Teacher or Teacher III (with background in Research)
Consultant/Adviser	(1) School Head / Principal / Asst. Principal / Head Teacher (inclined in research)

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 semestral 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.

Adapted and modified from DepEd Order No. 16 s. 2017



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1.3 Composition of Elementary School Research Committee (ESRC)

The Elementary School Research Committee (ESRC) will assume the responsibilities of research management at the school level. The ESRC 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. Review and evaluate research proposals and other related research initiatives within the school and/or classroom-based research;
3. Forge partnerships with academic and Research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
4. Prepare and submit reports to the SDRC on all research initiatives conducted in the school from all any fund sources;
5. Resolve emerging issues on the management and conduct of research;
6. Endorse approved school / classroom level proposals to the Division Office for confirmation and availment of BERF and other fund sources.

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

Chair	(1) Designated School Research Coordinator (Master Teacher in English or Math or Science) (must be inclined in Research)
Co-chairs	(1) Master Teacher in English or Math or Science (1) Teacher III in any subject area (must be inclined in Research)
Member	(1) Master Teacher or Teacher III in any subject area (must be inclined in Research)
Subject Area Consultant/s	(1) Subject Area Specialist preferably Master Teacher or Teacher III (with background in Research)
Consultant/Adviser	(1) School Head / Principal / Asst. Principal / Head Teacher

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 semestral 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.

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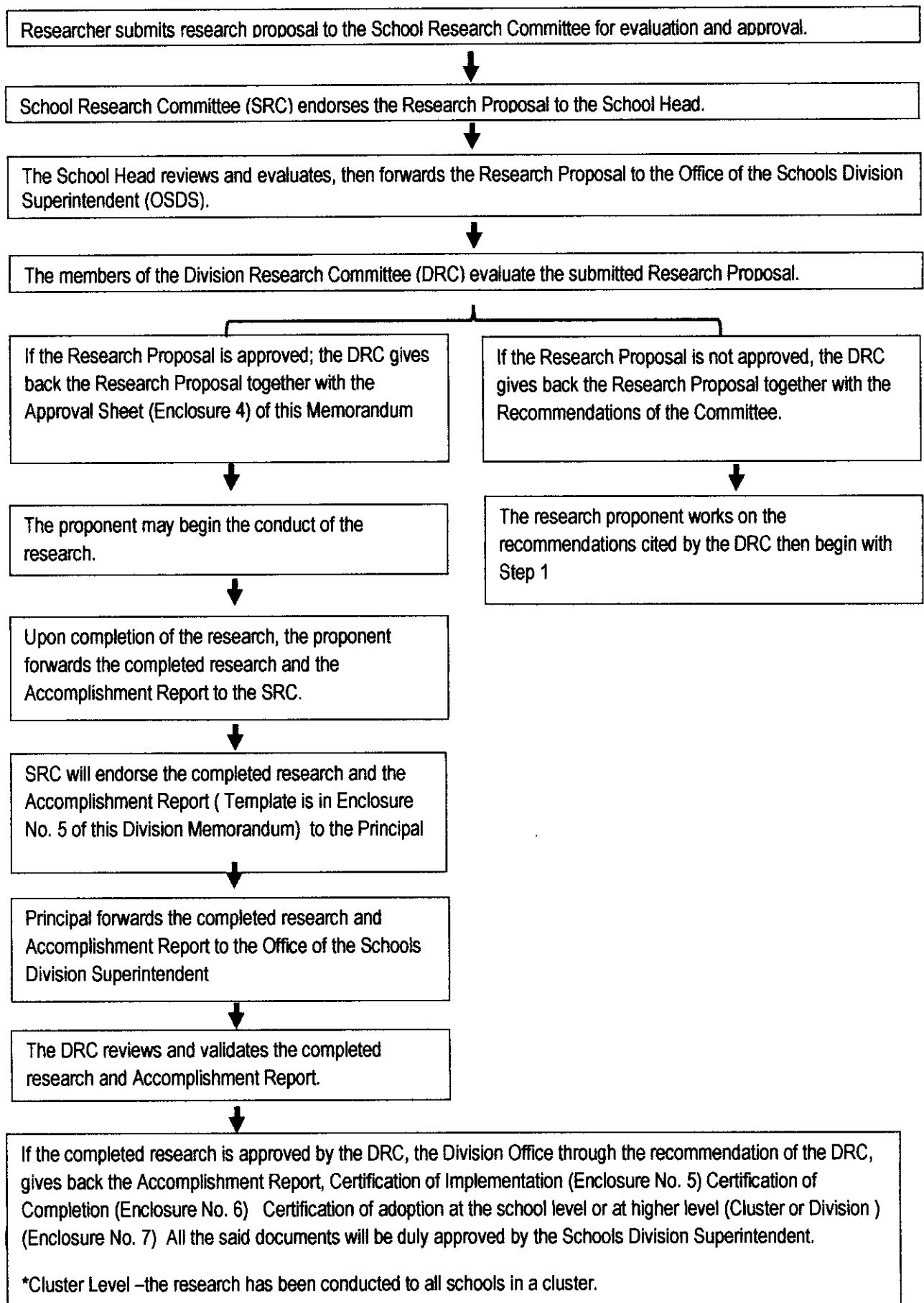




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Enclosure No. 2 to Division Memorandum No. 176, s 2020

**Process Flow in the Conduct and Submission of Research
For Teachers and Non-Teaching Personnel in Schools**

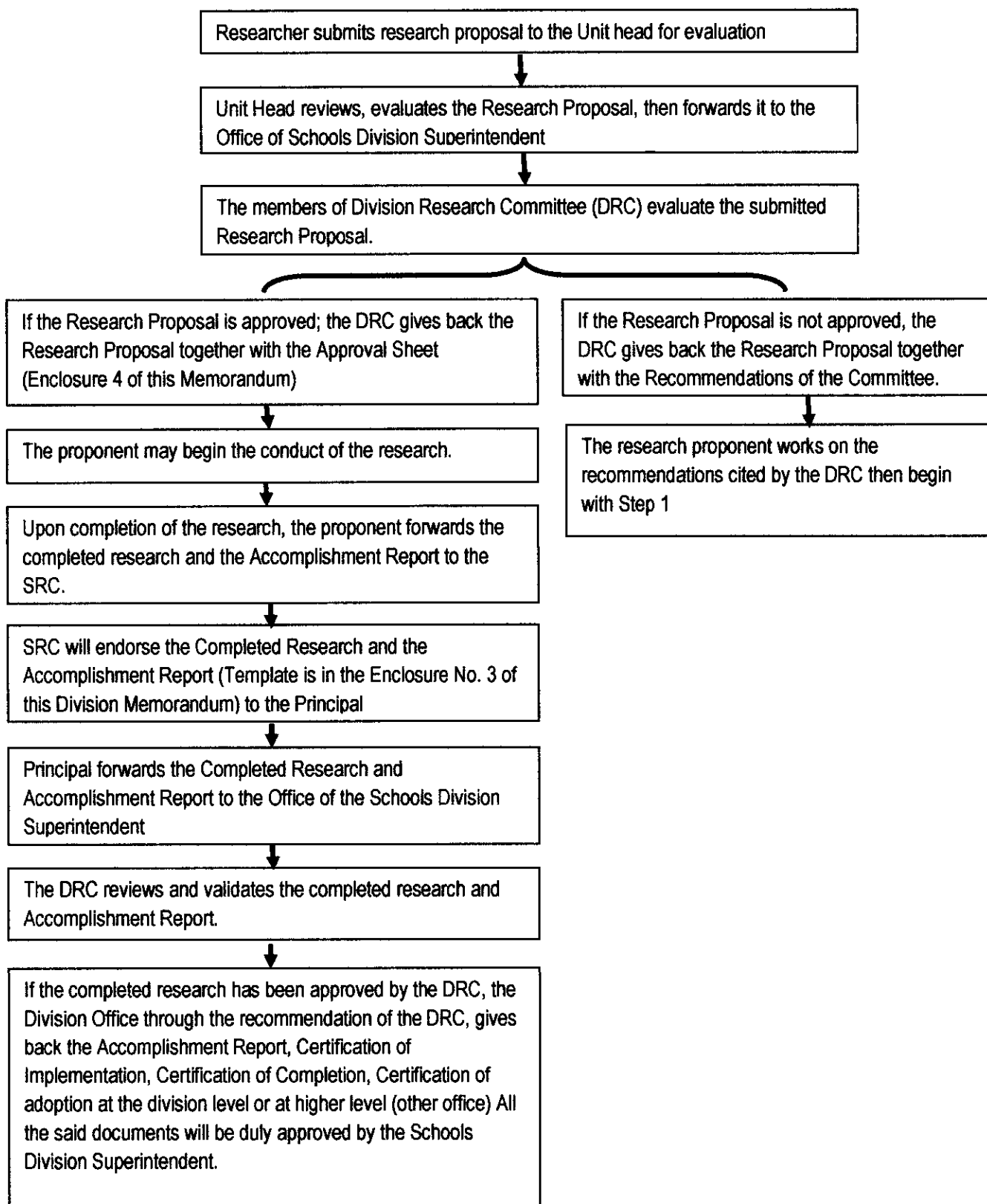




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Enclosure No. 3 to Division Memorandum No. 176, s 2020

**Process Flow in the Conduct and Submission of Research
for Division Personnel**



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