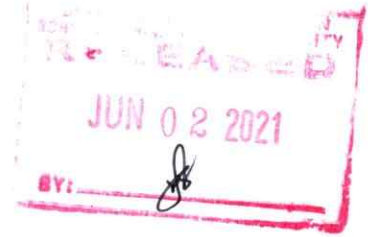




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



Office of the
Schools Division Superintendent

June 2, 2021

Division Memorandum
No. 138, s. 2021

SUBMISSION OF UPDATED SCHOOL RESEARCH COMMITTEE ORGANIZATIONAL STRUCTURE

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Heads of Public Elementary and Secondary Schools

1. As part of the recalibration of all the school research coordinators in their respective stations, kindly submit the updated school research committee organizational structure following the composition of the Secondary and the Elementary School Research Committee as per Division Memorandum No. 335 s. 2020. (See *attached enclosures for reference*)
2. Also, submit a copy of an action plan of the designated school research committee based on School Improvement Plan; and the recommended topics for the Division inputs to the crafting of research agenda based on the school context. Kindly submit them on or before **June 10, 2021** via email address: **maria.vinoya002@deped.gov.ph**.
3. Wide dissemination of and strict compliance with the contents of this Memorandum is desired.

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

miev/seps/par



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





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

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 avallment 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



Address: Jesus Street, Pulungbulu, Angeles City
 Telephone No. (045) 322-4101





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

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.

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



Address: Jesus Street, Pulungbulu, Angeles City
 Telephone No. (045) 322-4101

