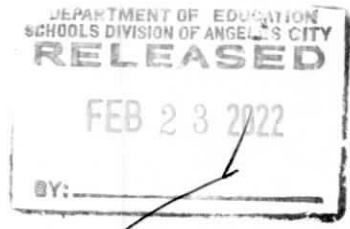




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



Office of the
Schools Division Superintendent


DIVISION MEMORANDUM
No. 71, s. 2022

February 21, 2022

**COMPOSITION OF THE RESEARCH COMMITTEE AT THE DIVISION AND SCHOOL LEVELS
WITH ROLES AND RESPONSIBILITIES for SY 2021-2023**

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

1. As stipulated in DepEd Order 16, s. 2017, the Schools Division of Angeles City hereby reiterates the Research Management Guidelines to provide guidance on the research management processes and the roles and responsibilities of research managers at the Division and School levels.
2. Attached are the following enclosures to facilitate efficient evaluation of research proposals:
 - 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 Elementary School Research Committee (ESRC)
 - Enclosure No. 4: Composition of the Division Technical Support Group
 - Enclosure No. 5: The School Research Management Cycle
3. Each school should have only one school research committee who will handle and coordinate the submission and conduct of research studies, innovation, ethics review, and tracer studies (with senior high schools only).
4. Wide dissemination of and compliance to this Memorandum is highly enjoined.


MA. IRELYN P. TAMAYO PhD, CESE
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. 71 s. 2022

Schools Division Research Committee (SDRC)

The composition of the *Schools Division Research Committee (SDRC)* is as follows:

Chair:	FERNANDINA P. OTCHENGCO PhD Assistant Schools Division Superintendent
Co-Chair:	EDGAR L. MANABAT PhD Chief, SGOD AMANDO C. YUTUC PhD OIC - Chief, CID
Adviser:	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 SEPS, HRD Research Technical Support Group

The **Schools Division Research Committee (SDRC)** will assume the responsibilities of research management at the 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 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 BERF.

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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, DepEd Order No. 16 S. 2017;
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.

Reference: DepEd Order No. 16 s. 2017

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Enclosure No. 2 to Division Memorandum No. 11 s. 2022

The Secondary School Research Committee (SSRC)

The composition of the Secondary School Research Committee (*with Junior and Senior High School*) is as follows:

Chair	(1) Designated School Research Coordinator Master Teacher specialized in English from the SHS (preferably with background in research / teaching research) <i>Note: If there is no MT in English, MT in Math should be designated.</i>
Co-chairs	(1) Master Teacher / Department Head / Teacher in Math from the JHS (must be inclined in research) (1) Master Teacher / Department Head / Teacher in any subject from the JHS (must be inclined in research) <i>Note: If the chair is an English major, one co-chair should be a Math major or otherwise</i>
Consultant/Adviser	(1) School Head/Principal
Secretariat /Member	(1) SMEA coordinator (SHS) (1) School Quality Assurance Team coordinator (JHS)

The composition of the Secondary School Research Committee (*Integrated School*) is as follows:

Chair	(1) Designated School Research Coordinator Master Teacher specialized in English from the SHS (preferably with background in research / teaching research) <i>Note: If there is no MT in English, MT in Math should be designated</i>
Co-chairs	(1) Master Teacher / Department Head / Teacher in Math from the JHS (must be inclined in research) (1) Master Teacher / Department Head / Teacher in any subject from the Elementary (must be inclined in research) <i>Note: If the chair is an English major, one co-chair should be a Math major or otherwise</i>
Consultant/Adviser	(1) School Head/Principal
Secretariat /Member	(1) SMEA coordinator (1) School Quality Assurance Team coordinator

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The Secondary School Research Committee (SSRC) that includes the **Junior and Senior High Schools** 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. 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.

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 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.

Reference: DepEd Order No. 16 s. 2017

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Enclosure No. 3 to Division Memorandum No. 71 s. 2022

The Elementary School Research Committee (ESRC)

The composition of the *Elementary School Research Committee* (ESRC) is as follows:

Chair	(1) Designated School Research Coordinator Master Teacher in any subject area (Preferably with background in research)
Co-Chair	(1) Master Teacher/Subject Coordinator/Teacher (Must be inclined in research)
Consultant/Adviser	(1) School Head/Principal
Member/Secretariat	(1) SMEA coordinator (1) School Quality Assurance Team coordinator

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.

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;

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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 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.

Reference: DepEd Order No. 16 s. 2017

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Enclosure No. 4 to Division Memorandum No. 71 S. 2022

The Composition of **Division Research/ Innovation/ Tracer Studies Technical Support Group (refer to Enclosure No. 1)**

PERCIVAL Y. CAPITULO PhD, EPS SGOD
ABDON D. AGUILAR Asst. Principal, SBNHS SHS
ADRIAN P. TAMAYO, MT I, ACNHS SHS
JUN S. TIBAY, T III, CMRICTHS
JEFFREY N. CANLAS, T III, NV15IS
MA. RONILA L. BALANQUIT, MT I, Sta. Maria ES
KIMBERLY S. ANTONIO, T III, Sapalibutad ES
JASIEL JOY C. YUMANG, T III, Sto. Rosario ES

The members of the **Division (Research /Innovation/ Tracer Studies) Technical Support Group (DTSG)** are expected to discharge the following duties and responsibilities in addition to their tasks, to wit:

1. Act as member of the Technical Working Group for the Division (Research /Innovation /Tracer Studies) Technical Support Group (DTSG);
2. Assist in the conduct of webinar trainings and conferences at the Division Level;
3. Attend consultative meeting and focus group discussions of the Division Technical Support Group;
4. Assist in the preparation of accomplishment reports related to the division research initiatives, innovation projects and tracer studies;
5. Provide insights and inputs to the improvement of research and innovation management; and
6. Perform other tasks or functions relevant to research/ innovation/tracer studies as requested by the Division Office.

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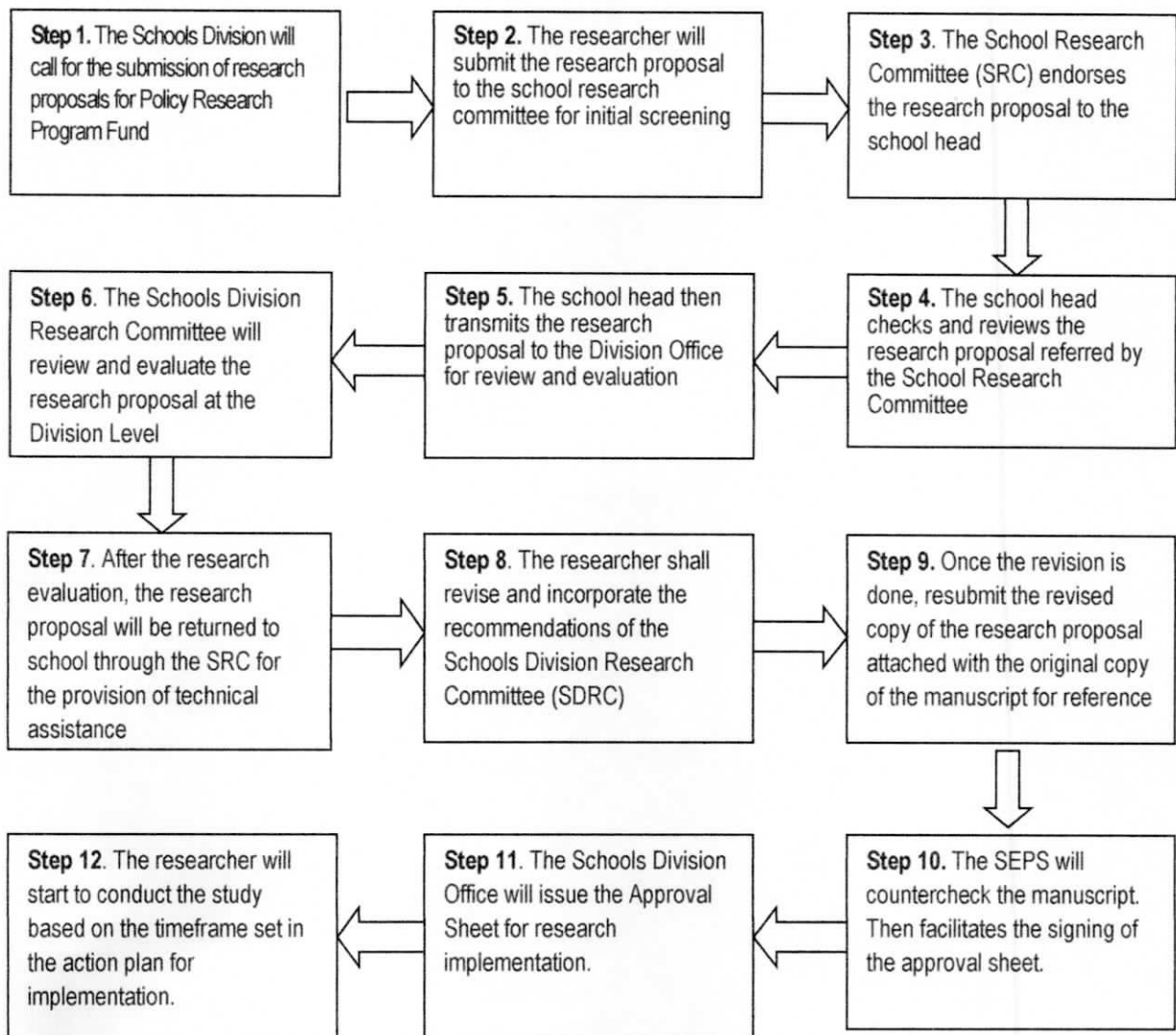


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Enclosure No. 5 to Division Memorandum No. 71 S. 2022

The School Research Management Cycle

(Process Flow in the **Submission and Conduct of Research**)



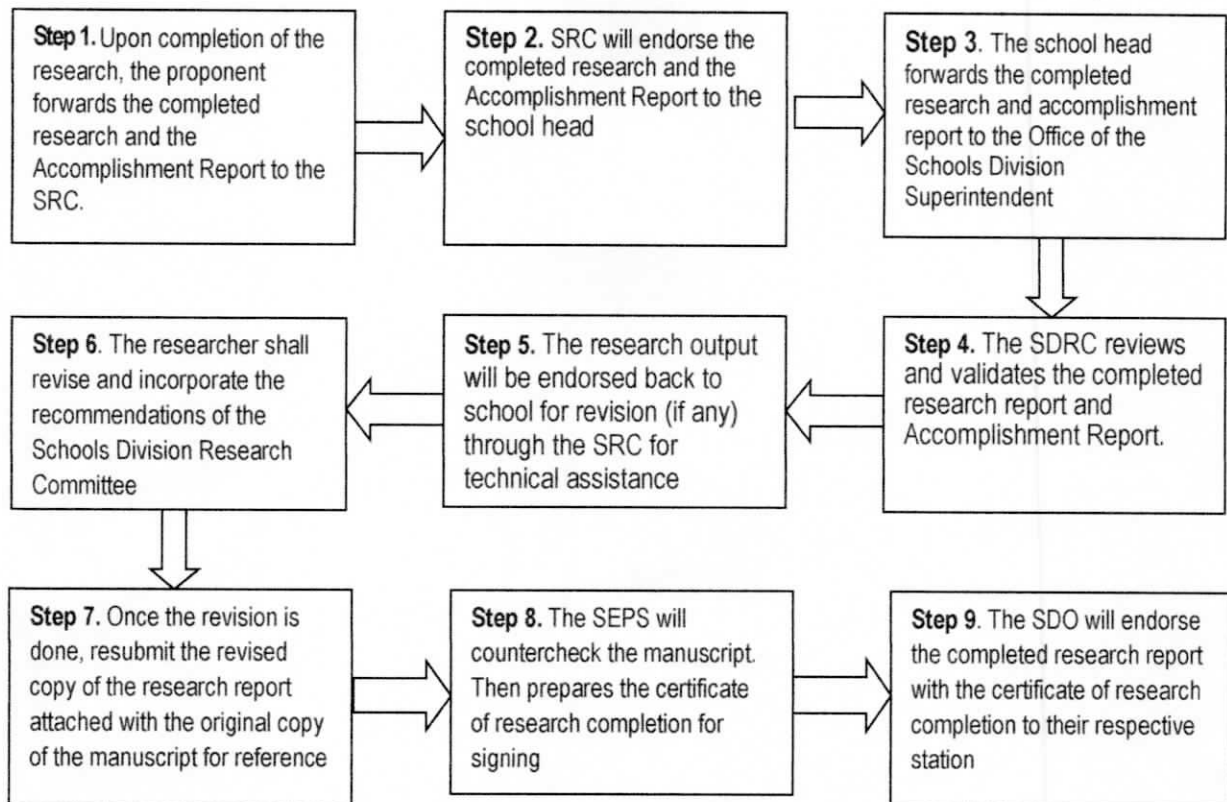
Reference: Division Memorandum No. 176 S. 2020

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(Process Flow in the **Submission and Completion of Research**)



Reference: Division Memorandum No. 176 S. 2020

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