



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

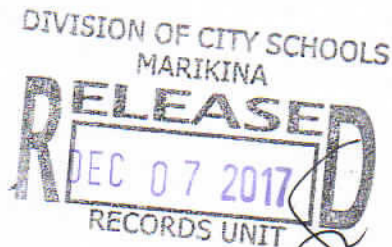
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December 6, 2017

MEMORANDUM TO:

Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools Only



RECONSTITUTION OF SCHOOLS DIVISION RESEARCH COMMITTEE

Attached are the Schools Division Research Committee and Functions of the SDRC, in compliance with DepEd Order No. 16, s. 2017, Research Management Guidelines, contents of which are self-explanatory, for information.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent

**SCHOOLS DIVISION RESEARCH COMMITTEE
MARIKINA CITY**

Adviser : **MS. SHERYLL T. GAYOLA**
OIC, Schools Division Superintendent

Chairperson : **DR. ELIZALDE Q. CENA**
Chief Education Supervisor – SGOD

Vice-Chairperson : **DR. ELISA O. CERVEZA**
Chief Education Supervisor – CID

Research Coordinator : **MS. MARIA CHONA SARMIENTO**
SEPS, Planning and Research/Member

Other Members : **DR. LIBRADA M. GAZZINGAN**
Education Program Supervisor
MS. CAROLINA O. GUEVARRA ,
Education Program Supervisor (MATH)
MS. JANET CAJUGUIRAN
Education Program Supervisor (English)
MS. DORIS JASME
Planning Officer, SGOD
MS. NOEMI VELARIO
Senior Education Program Specialists
DR. SAMUEL C. MERGENIO
Senior Education Program Specialists

Finance Unit : **MS. IVY R. RUALLO**
OIC, Accounting Unit

By Invitation : Focal person of concerned learning areas/section
and program

SECRETARIAT : **SCHOOL GOVERNANCE AND OPERATIONS
DIVISION**

Reference: D.O. No. 16, 2017

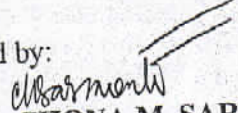
FUNCTIONS OF THE SCHOOLS DIVISION RESEARCH COMMITTEE (Reference: Research Management Guidelines)

- Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
- Evaluate and approve research proposals and other related research initiatives from the schools and CLCs to be funded by BERF.
- Evaluate & approve research initiatives and other research activities within the schools to be funded by other fund sources;
- Forge partnerships with academic and research institutions, government agencies, and other DepEd Offices on Education Research initiatives and projects.
- Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources
- Resolve emerging issues on the management issues and conduct of research
- Ensure the cost estimates fall under the existing accounting rules & regulations; and
- Endorse approved school-level proposals to RO for confirmation and release of funds under BERF.

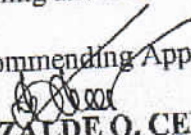
FUNCTIONS OF THE SDRC SECRETARIAT

- Organize, coordinate, document meetings;
- Conduct initial screening;
- Aid SDC members in recommending proposals for approval;
- Liaise with academic and research institutions;
- Conduct periodic monitoring of research in schools and CLCs;
- Provide TA to researchers;
- Prepare accomplishment reports on division research; and
- Prepare staff work as needed.


Prepared by:


MARIA CHONA M. SARMIENTO
Senior Education Program Specialist
Planning and Research

Recommending Approval:


ELIZALDE Q. CENA
Chief Education Supervisor, SGOD

Approved by:


SHERYLL D. GAYOLA
OIC, Schools Division Superintendent