



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 5, 2024

DIVISION MEMORANDUM
NO. 074, s. 2024

**THE SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC) ROLES,
RESPONSIBILITIES AND COMPOSITION**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
OIC, Chief Education Supervisor
School Governance and Operations Division
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Relative to Regional Memorandum No. 067, s. 2024 titled “Reiteration of Schools Division Research Committee (SDRC) Roles, Responsibilities, and Composition, this office announces the recomposition of the SDRC and their functions as follows:

FUNCTION	NAMES	POSITION/DESIGNATION
Chair:	Luz U. Banson EdD, CESE	OIC, Assistant Schools Division Superintendent
Co-Chairs:	Segundina F. Dollete EdD	Chief-Curriculum Implementation Division
	Edna B. Azcarraga PhD	OIC Chief- School Governance and Operations Division
Adviser:	Miguel Mac D. Aposin EdD, CESO V	Schools Division Superintendent
Members:	Marggie A. Obligacion PhD	Senior Education Program Specialist – Research and Planning
	Salvador Dale Artates	Education Program Supervisor (EPS- English)
	Merlie J. Rubio EdD	EPS - Filipino
	Elenia Baranda	EPS - Mathematics
	Andres Lyndon Quiatchon	EPS- Science
	Sephora M. Roldan EdD	EPS- AP
	Alan Vincent Altamia	EPS- EsP
	Ronie Reteracion	EPS- MAPEH



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SCHOOLS DIVISION OF CAPIZ

	Rolando Jamora PhD	EPS- TLE /TVL
	Ruth Gervero PhD	EPS- ALS
	Atty. Benjie Doce CPA	Accountant
	(By invitation)	Focal person of concerned division/learning area/section/program

Secretariat	Immaculada J. Amores PhD	SEPS- HRTD
	Ronald Dile	SEPS- SMME
	Romar Jaravelo	EPS II- Social Mobilization and Networking
Technical Working Group	Estela V. Fano	Principal II
	Ma. Bambi Billanes	Principal II
	Lourdes Oropio	Principal I
	Jonel Sembrano	Principal I

2. The SDRC will assume the responsibilities of research management at the schools division level. It will have the following roles and responsibilities.

- a. Provide directions on research initiatives through the national and regional Basic Education Research Agenda and other identified priority research areas in the division;
- b. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;
- c. Evaluate and approve research proposals and other related research within the school division to be funded by other fund sources;
- d. Forged partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects.
- e. Prepare and submit a report to the RRC on all research initiatives in the division from all fund sources;
- f. Resolve emerging issues on the management and conduct of research;
- g. Ensure that all cost estimates fall under the existing accounting and auditing rules and regulations; and
- h. Endorse school-level approved proposal to the Regional Office to confirm and release funds under BERF.

3. 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.



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4. The SDRC Secretariat will deliver the following:
 - a. Organize, coordinate, and document meetings of the committee.
 - b. Conduct initial screening of submitted proposals for compliance with submission guidelines;
 - c. Aid SDRC members in recommending proposals for approval per criteria and scoring template in Annex 4 of DO 16, s. 2017.
 - d. Liaise with academic and research institutions, other government agencies, and other DepEd Offices in the conduct of research.
 - e. Provide technical assistance to researchers on the conduct of their studies;
 - f. Conduct periodic monitoring of research initiatives in schools and community learning centers (CLCs) within the division.
 - g. Prepare periodic report on accomplishments related to division research initiatives; and
 - h. Prepare complete staff work in support of the committee's functions as needed.

5. Immediate dissemination of this memorandum is desired.

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MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent *LM*

Encl.: As stated

Reference: RM No. 067, s. 2024
DO No. 16, s. 2017

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH	COMMITTEE	ROLES	RESPONSIBILITIES
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