



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

NO. 036, s. 2024

1 FEB 05 2024

**RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH  
COMMITTEE (SDRC) OF SDO – KABANKALAN CITY**

To: Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Administrative Officer V  
All Others Concerned

1. DepEd Order No. 16, s. 2017 titled **Research Management Guidelines** mandates that Research Committees will be set up at each governance level to provide guidance on research directions, particularly in aligning research initiatives with the national and local Basic Education Research Agenda. The said Committees will spearhead the call for proposals, evaluation, approval, and grant of available funds for research proposals, partnerships, and dissemination of results.
2. Pursuant to this guideline, this Office announces the new composition of the Schools Division Research Committee (SDRC) of SDO Kabankalan City, to wit:

Chair: **MA. TERESA P. GEROSO**  
Assistant Schools Division Superintendent

Co-Chairs: **CECILIA G. ABELLO, Ph.D.**  
Chief Education Supervisor, SGOD

**JUNRY M. ESPARAR, Ph.D.**  
Chief Education Supervisor, CID

Adviser: **MICHELL L. ACOYONG, CESO VI**  
OIC-Schools Division Superintendent

Members: **REBONIE F. EMBOLTORIO, Ph.D.**  
Senior Education Program Specialist, Planning & Research

**SATURNINO T. PABALINAS JR., Ph.D.**  
TWG, Public Schools District Supervisor

**CID Representative/s based on requirement for the evaluation**

**MERALIE MAE B. GUALDRAPA, CPA, MBA**  
Accountant III / Representative from Finance Unit

**By invitation:** Focal person of concerned division/learning  
area/ section/ program



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Secretariat: **JULIETA V. GEMPISON, Ph.D.**  
Education Program Supervisor, SGOD Lead Secretariat

**ARNIE G. BESAS**  
Planning Officer III

**JONALYN A. DELA CERNA, MSM**  
Senior Education Program Specialist, School Monitoring

**SHEINA S. SAQUIAN**  
Senior Education Program Specialist, Social Mobilization & Networking

**KEAN VON G. YUPRACIO**  
Education Program Specialist II, HRD

3. The Schools Division Research Committee (SDRC) shall assume the responsibilities of research management at the Schools Division level. The SDRC shall have the following roles and responsibilities:

- a. Provide directions on research initiatives through the national and local 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 school and community learning centers (CICs) to be funded under BERF;
- c. Evaluate and approve research proposals and other related research initiatives within the Schools Division to be funded by other fund sources;
- d. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
- e. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
- f. Resolve emerging issues on the management and conduct of research;
- g. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
- h. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

4. To facilitate the evaluation and approval of research proposals, the Committee members may designate permanent alternates to represent them during SDRC meetings, in case of unavailability.

5. The SDRC Secretariat shall deliver the following:  
a. Organize, coordinate, and document meetings of the Committee;





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- b. Conduct initial screening of submitted proposals for compliance with submission guidelines;
- c. Aid SDRC members in recommending proposals for approval
- d. Liaise with academic and research institutions, government agencies, and other DepEd offices in the conduct of the research;
- e. Provide technical assistance to researchers on the conduct of their studies;
- f. Conduct periodic monitoring on 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.

6. Furthermore, this Office has ensured that there was no discrimination on the account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or any other similar factor or circumstance that run counter to the principles of equal opportunity in the designation of the members of the SDRC; while the SDRC shall ensure that the initial screening and final evaluation of the research proposals shall be in accordance with the Equal Opportunity Principle (EOP) and the guidelines such that equal opportunities shall be given to all employees and those belonging to specialized groups. The committee shall ensure that the said groups are not left behind because of their limitations and restrictions.

7. Strict compliance of the SDRC with and immediate and wide dissemination of this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent