



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

AUG 25 2023

No. 317, s. 2023

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

To: OIC - 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: **LEA C. BELLEZA, Ed.D.**
OIC-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) will assume the responsibilities of research management at the Schools Division level. The SDRC will 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 (CLCs) 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.




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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 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
 - 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. It is understood that in the process of reconstitution of the committee, there shall be no discrimination on account of age, gender, civil status, disability, religion, ethnicity or political affiliation, or any other similar factor/circumstances that run counter to the principles of equal opportunity.
7. For questions regarding this communication, send SMS (text) to Rebonie Emboltorio, PhD, SEPS-PRU at 09199469114/Arnie G. Besas, PO III at 09638804002.
8. Immediate and wide dissemination of and compliance with this Memorandum are desired.


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



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