



20623-012

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 February 2023

DIVISION MEMORANDUM

No. 067 s. 2023

**RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE AND
REVISED DUTIES AND RESPONSIBILITIES OF THE
SCHOOLS DIVISION RESEARCH COMMITTEE**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors – Public Schools District Supervisors
School Heads, Public Elementary and Secondary
Unit Heads
All Others Concerned

1. In pursuant of the DepEd Order No. 16 s, 2017 and in reference to the Division Memorandum No. 060 s, 2022 titled **CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS RESEARCH MANAGEMENT GUIDELINES (RMG)** and the Division Memorandum No. 065, s. 2022 titled **COMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE**, this Office issued this Memorandum. This is to update the members of the Schools Division Research Committee, to wit:

SCHOOLS DIVISION RESEARCH COMMITTEE	POSITION
Natividad P. Bayubay, CESO VI	Adviser
Antonio P. Faustino Jr.	Chairperson
Dr. Edwin R. Rodriguez Imelda C. Raymundo	Co-Chairpersons
Montano L. Agudilla Jr. Marvin Rosales Sancho Calatrava Dr. Christian J. Bables Dr. Jerome A. Chavez Dr. Jean Rose Rabano Dr. Maria Corazon Borbon Dr. Michael Leonard Lubiano Dr. Joseph Jay Aureada Louie L. Fulleo Mildred Z. Galleno Sherwin C. Quesea Luzviminda Cynthia Richelle P. Quintero Generosa Zubieta Agnes M. Luzadas Benjamin A. Millares	Members



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Dr. Luzviminda E. Saldares
Joan Kathleen T. Brizuela
Nicole May R. Lagar

Secretariat

2. Attached Enclosure I herewith is the revised duties and responsibilities of the SDRC.
3. This composition will remain in force unless otherwise reconstituted.
4. Duties and responsibilities will remain in effect until further notice.
5. Immediate dissemination of and strict compliance to this Memorandum is directed.

For:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

By:


ANTONIO P. FAUSTINO JR.
OIC - Schools Division Superintendent



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Enclosure 1

**DUTIES AND RESPONSIBILITIES OF SCHOOLS DIVISION
RESEARCH COMMITTEE**

SCHOOLS DIVISION RESEARCH COMMITTEE	Duties and Responsibilities
Adviser	<ul style="list-style-type: none"> Oversee the entire activities of the Schools Division Research Committee.
Chairperson	<ul style="list-style-type: none"> Ensure proper utilization of funds allotted for research and compliance to all the existing accounting and auditing rules. Forge partnerships with academic and research institutions, government agencies and other DepEd offices on academic research initiatives and data-driven projects. Provide direction to the Division research. Resolve emerging issues on management and the conduct of research. Endorse approved school/division level proposals/Full Paper to the Regional Office for confirmation and release of funds.
Co-Chairpersons	<ul style="list-style-type: none"> Assist the Chairperson in managing the Schools Division Research Committee. Takes the place of the Chairperson in case of absence and/or leave. Performs pertinent roles delegated by the Chairperson.
Members	<ul style="list-style-type: none"> Check whether or not a study is consistent with the Division Research Agenda. Evaluate and approve research proposals and other research-related initiatives from the schools and Community Learning Centers (CLCs). Ensure the timeliness and relevance of the study. Assess the clarity of purpose and the significant contribution of the study. Check on the practicality and feasibility of the study.



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	<ul style="list-style-type: none"> • Ensure that the methodology is comprehensive, precise and results bound. • Prepare and submit reports to the Schools Division Research Committee Chairperson on the findings of the study. • Recommends other research topics and strategies to the Division
Secretariat	<ul style="list-style-type: none"> • Organize, coordinate and document meetings of the committee. • Conduct initial screening of submitted research for compliance with initial guidelines • Assist the SDRC members in recommending proposals and full manuscripts for approval as per criteria in the RMG and of other Research Conferences. • Liaise with the academic and research institutions, government agencies and other DepEd Offices in the conduct of research • Provide consolidated technical feedback to research proponent • Conduct periodic monitoring of research initiatives in schools, CLCs and offices within the Division. • Prepare periodic report on accomplishments related to division research initiatives, and all research initiatives conducted in the Division from the different fund sources, and • Prepare a complete staff work in support of the Committee's functions as necessary.