



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

30 June 2023

DIVISION MEMORANDUM  
No. 311 s. 2023

**RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE  
(SDRC) AND THEIR DUTIES AND RESPONSIBILITIES**

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:

<b>SCHOOLS DIVISION RESEARCH COMMITTEE</b>	<b>POSITION</b>
Celedonio B. Balderas Jr.	Adviser
Antonio P. Faustino Jr.	Chairperson
Dr. Edwin R. Rodriguez Imelda C. Raymundo	Co-Chairpersons
<i>*Planning Officer III</i> Marife R. Lagar  <i>*CID Representative/s based on requirement for the evaluation</i> Sancho Calatrava Dr. Christian J. Bables Dr. Jerome A. Chavez Dr. Michael Leonard Lubiano Dr. Joseph Jay Aureada Louie L. Fullado Mildred Z. Galleno Sherwin C. Quesea Luzviminda Cynthia Richelle P. Quintero Generosa Zubietta  <i>*Representative/s from Finance Unit</i> Agnes M. Luzadas Benjamin A. Millares Dianah G. Tan	Members



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<p><i>*By invitation: Focal person/s of concerned division/learning area/section/program</i></p> <p>Conrado C. Gabarda Dr. Montano L. Agudilla Jr. Dr. Maria Corazon Borbon Dr. Luzviminda E. Saldares Joan Kathleen T. Brizuela Nicole May R. Lagar Chris John Supetran</p>	
Dr. Jean Rose B. Rabano	Secretariat /Research Focal

2. The duties and responsibilities of the SDRC are:

*\*Schools Division Research Committee*

1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
2. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;
3. Evaluate and approve research proposals and other related research initiatives within the school's division to be funded by other fund sources;
4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
6. Resolve emerging issues on the management and conduct of research;
7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

*\*Secretariat*

1. Organize, coordinate, and document meetings of the committee;
2. Conduct initial screening of submitted proposals for compliance with submission guidelines;
3. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided;
4. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
5. Provide technical assistance to researchers on the conduct of their studies;
6. Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division;
7. Prepare periodic report on accomplishments related to division research initiatives; and



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8. Prepare complete staff work in support of the committee's functions as needed.
3. This composition and duties and responsibilities will remain in force unless otherwise reconstituted.
4. Immediate dissemination of and strict compliance to this Memorandum is directed.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: RM 341 s. 2023

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

Research  
Research Committee  
Research Management  
Policy Analysis

SGOD – Reconstitution of the schools division research committee and revised duties and responsibilities  
None/June 30, 2023