



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

24 Oct 2023

DIVISION MEMORANDUM  
No. 563 s. 2023

**ORGANIZATION OF THE SCHOOL RESEARCH COMMITTEE**

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

1. Pursuant to DepEd Order No. 16, s. 2017, titled Research Management Guidelines, and Division Memorandum No. 060, s. 2022, titled City Schools Division of the City of Tayabas Research Management Guidelines (RMG) 2022-2023, this Office instructs all elementary and secondary schools, through the school heads, to organize their respective School Research Committee (SRC), and issue a Designation Order to all its members, stipulating their duties and responsibilities.

2. The SRC shall be composed of the following:

<b>School Research Committee</b>	<b>Position</b>
School Head	Chairperson
School Research Coordinator (Preferably a Master Teacher or someone who has experience in writing/conducting research) School Research Editor School Research Statistician ***Other teachers (depends on the size of the school)	Members

3. The duties and responsibilities of the SRC per DM No. 060, s. 2022 include:


3.1 For the Chairperson

- 3.1.1 Leads in the formulation, implementation and management of research initiatives at the school level;
- 3.1.2 Provides support and technical assistance to teachers to ensure integrity and validity of the research study;
- 3.1.3 Endorses research proposals/ completed researches to SDRC for the certification of the Schools Division Superintendent; and
- 3.1.4 Prepares Designation Order for the school research committee for approval.

3.2 School Research Committee Coordinator



- 3.2.1 Provides support and technical inputs to facilitate submission, evaluation and approval of research study from school to division;
  - 3.2.2 Conducts initial screening of submitted research proposals and final papers with the members of school research committee;
  - 3.2.3 Develops strategies in managing school-based research;
  - 3.2.4 Monitors the progress of the basic and action research activities through online and offline monitoring; and
  - 3.2.5 Facilitates the conduct of school-based research congress/ conference/ training / seminar-workshop / forum.
- 3.3 School Research Committee Editor
- 3.3.1 Provides technical assistance and helps edit submitted proposals and completed studies for suitable language and grammar use.
- 3.4 School Research Statistician
- 3.4.1 Provides technical assistance on the statistical aspect of the study.
4. School heads are expected to submit the composition on or before November 10, 2023 through <https://tinyurl.com/SRCdatabank> .
5. This composition will remain in force and in effect unless sooner reconstituted.
6. Widest dissemination of this Memorandum and strict compliance of guidelines is desired.

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

Encl.: As stated

Reference: DepEd Order No. 16 s. 2017

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

RESEARCH

DIVISION RESEARCH MANAGEMENT GUIDELINES

SCHOOL RESEARCH COMMITTEE

SGOD/ - Organization of the School Research Committee  
Tracking Number/DTS/October 24, 2023