

Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**

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13 Mar 2023

**DIVISION MEMORANDUM**

No. 096, S. 2023

**THE NEW COMPOSITION OF THE RESEARCH COMMITTEE AT THE DIVISION  
AND SCHOOL LEVELS WITH SIMPLIFIED ROLES AND RESPONSIBILITIES  
FOR FY 2023-2025**

To: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Heads of Public Elementary and Secondary Schools  
All other concerned


1. Pursuant to DepEd Order 16, s. 2017, DepEd has established the Research Management Guidelines, which include the Research Committees which will be set up at all governance levels to provide guidance on the research management processes and the roles and responsibilities of research managers at the division and school levels.
2. Due to the changes in the structure of the secretariat in the research committee, the Schools Division of Angeles City hereby informs the fields regarding the new composition of the Research Committees at the division and school levels with simplified roles and responsibilities.
3. The following are enclosed to facilitate efficient review and evaluation of research proposals and outputs:
  - Enclosure No. 1: New Composition of the Schools Division Research Committee (SDRC)
  - Enclosure No. 2: New Composition of the Secondary School Research Committee (SSRC)
  - Enclosure No. 3: New Composition of the Elementary School Research Committee (ESRC)
  - Enclosure No. 4: New Composition of the Division Technical Support Group (TSG)
4. Each school should have only **one** school research committee that will handle and coordinate the submission and conduct of research studies, innovation, income generating projects, ethics review, and tracer studies.



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5. All school heads are requested to update the school research committee aligned with the guidelines set in this Memorandum.
6. Wide dissemination of and compliance to this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO PhD, CESO V** *WA*  
Schools Division Superintendent

Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

RESEARCH MANAGEMENT      RESEARCH COMMITTEE  
ROLES AND RESPONSIBILITIES

*MLEV/SEPS/PAR/03/10/2023*



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Enclosure No. 1 to Division Memorandum No. 096 s. 2023

**SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)**

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

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

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

The SDRC member/secretariat will deliver the following:

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 criteria and scoring template provided in Annex 4, DepEd Order No. 16 S. 2017;





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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
8. Prepare complete staff work in support of the committee's functions as needed

The composition of the **Schools Division Research Committee (SDRC)** is as follows:

<b>Chairperson:</b>	Assistant Schools Division Superintendent
<b>Co-Chairperson/s:</b>	Chief, SGOD
	Chief, CID
<b>Consultant:</b>	Schools Division Superintendent
<b>Member:</b>	Senior Education Program Specialist in Planning and Research
<b>Secretariat:</b>	HRD Unit SMM&E Unit SMN Unit Designated Research Technical Support Group

Reference: DepEd Order No. 16 s. 2017



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Enclosure No. 2 to Division Memorandum No. 96, 2023

**THE SECONDARY SCHOOL RESEARCH COMMITTEE (SSRC)**

The Secondary School Research Committee (SSRC) that includes the **Junior and Senior High Schools** and the **Integrated Schools** will assume the responsibilities of research management at the school level. The SSRC will have the following roles and responsibilities:

1. Provide assistance to potential researchers on their research initiatives through the local Basic Education Research Agenda, and other identified priority research areas in the school;
2. Check and review research proposals and outputs and other related research initiatives within the school and/or classroom-based research;
3. Collaborate with academic and research institutions and other DepEd offices on education research initiatives and projects;
4. Prepare and submit research reports to the SDRC on all research initiatives conducted in the school from all any fund sources;
5. Resolve emerging issues on the management and conduct of research/innovation/income-generating projects/tracer studies at the school level;
6. Endorse school / classroom level research proposals to the Division Office for availment of PRPF and other fund sources.

To facilitate the evaluation and approval of research proposals, committee members may designate alternates to represent them during SSRC meetings, in case of unavailability.

The SSRC Members/Secretariat will deliver the following:

1. Organize, coordinate, and document meetings of the committee;
2. Conduct initial screening of submitted proposals for compliance with submission guidelines;
3. Aid SSRC members in recommending proposals for endorsement;
4. Provide technical assistance to researchers on crafting, improving and conducting their studies;
5. Conduct semestral monitoring on research initiatives in schools;
6. Prepare accomplishment reports related to school research initiatives as necessary;
7. Prepare complete staff work in support of the committee's functions as needed.



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The composition of the Secondary School Research Committee (*with Junior and Senior High School*) is as follows:

<b>Chairperson</b>	(1) Designated School Research Coordinator must be a Master Teacher specialized in <b>English</b> from the <b>SHS</b> (preferably with background in research / teaching research)  <i>Note: If there is no MT in English, designate a Teacher III in English or MT in Mathematics / Teacher III in Mathematics</i>
<b>Co-chairpersons</b>	(1) Master Teacher / Department Head / Teacher in <b>Math</b> from the <b>JHS</b> (must be inclined in research) (1) Master Teacher / Department Head / Teacher in any subject from the <b>JHS or SHS</b> (must be inclined in research)  <i>Note: If the chair is an English major, one co-chair should be a Math major or otherwise</i>
<b>Consultant/Adviser</b>	(1) School Head/Principal
<b>Secretariat / Member</b>	(1) Representative from the <b>JHS</b> (1) Representative from the <b>SHS</b>  <i>Note: Preferably a SPIR coordinator and School Quality Assurance Team coordinator</i>

The composition of the Secondary School Research Committee (*Integrated School*) is as follows:

<b>Chairperson</b>	(1) Designated School Research Coordinator must be a Master Teacher or Teacher III from the <b>Elementary Department / SHS</b> (preferably with background in research / teaching research)
<b>Co-chairpersons</b>	(1) Master Teacher / Department Head / Teacher from the <b>JHS</b> (must be inclined in research) (1) Master Teacher / Department Head / Teacher from the <b>SHS</b> (must be inclined in research)  <i>Note: Preferably an English and Math teachers</i>
<b>Consultant/Adviser</b>	(1) School Head/Principal
<b>Secretariat / Member</b>	(1) Representative from the <b>JHS</b> (1) Representative from the <b>Elementary Level</b>  <i>Note: Preferably a SPIR coordinator and School Quality Assurance Team coordinator</i>

Reference: DepEd Order No. 16 s. 2017





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Enclosure No. 3 to Division Memorandum No. 96 s. 2023

**THE ELEMENTARY SCHOOL RESEARCH COMMITTEE (ESRC)**

The Elementary School Research Committee (ESRC) will assume the responsibilities of research management at the school level. The ESRC will have the following roles and responsibilities:

1. Provide assistance to potential researchers on their research initiatives through the local Basic Education Research Agenda, and other identified priority research areas in the school;
2. Check and review research proposals and outputs and other related research initiatives within the school and/or classroom-based research;
3. Collaborate with academic and research institutions and other DepEd offices on education research initiatives and projects;
4. Prepare and submit research reports to the SDRC on all research initiatives conducted in the school from all any fund sources;
5. Resolve emerging issues on the management and conduct of research/ innovation/ income-generating project / tracer studies at the school level;
6. Endorse school / classroom level proposals to the Division Office for availment of BERF and other fund sources.

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

The ESRC Members/Secretariat will deliver the following:

1. Organize, coordinate, and document meetings of the committee;
2. Conduct initial screening of submitted proposals for compliance with submission guidelines;
3. Aid SSRC members in recommending proposals for endorsement;
4. Provide technical assistance to researchers on crafting, improving and conducting their studies;
5. Conduct semestral monitoring on research initiatives in schools;
6. Prepare accomplishment reports related to school research initiatives as necessary;
7. Prepare complete staff work in support of the committee's functions as needed.



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The composition of the ***Elementary School Research Committee*** (ESRC) is as follows:

<b>Chair</b>	(1) Designated School Research Coordinator must be a Master Teacher or Teacher III in any subject area (with background in research)
<b>Co-Chair</b>	(1) Master Teacher/Subject Coordinator/Teacher (Must be inclined in research)  <i>Note: preferably an English or Math teachers</i>
<b>Consultant/Adviser</b>	(1) School Head/Principal
<b>Member/Secretariat</b>	(2) Representatives

*Reference: DepEd Order No. 16 s. 2017*

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Enclosure No. 4 to Division Memorandum No. 096 S. 2023

The members of the **Division (Research / Innovation/ IGP / Tracer Studies) Technical Support Group (DTSG)** are expected to discharge the following duties and responsibilities in addition to their tasks, to wit:

1. Act as member of the Technical Working Group for the Division Research/ Innovation/ IGP/ Tracer Studies) Technical Support Group (TSG);
2. Assist in the actual conduct of training-workshops, conferences and research initiatives at the Division Level;
3. Attend consultative meetings and focus group discussions of the Division Technical Support Group;
4. Provide insights and inputs to the improvement of research management/ innovation/IGP / tracer studies; and
5. Perform other tasks or functions relevant to research/ innovation/IGP / tracer studies as requested by the Division Office.

The Composition of **Division Research/ Innovation/ Income-Generating Projects (IGP) / Tracer Studies Technical Support Group**

**PERCIVAL Y. CAPITULO** PhD, EPS SGOD  
**NARCISO I. AMBROCIO Jr.** PhD, SMN Unit  
**ADRIAN P. TAMAYO**, MT II, ACNHS SHS  
**JUN S. TIBAY**, T III, CMRICTHS  
**JEFFREY N. CANLAS**, T III, NV15IS SHS  
**JERALD M. LOPEZ**, T I, GRLIS  
**MA. RONILA L. BALANQUIT**, MT I, Sta. Maria ES  
**KIMBERLY S. ANTONIO**, T III, Sapalibutad ES  
**JASIEL JOY C. YUMANG**, T III, Sto. Rosario ES