Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

03 November 2026

DIVISION MEMORANDUM
No. 424, s. 2026

COMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE

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

1. Pursuant to **DepEd Order No. 16, s. 2017**, otherwise known as the **Research Management Guidelines (RMG)**, this Office hereby constitutes the Schools Division Research Committee.

2. **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 the approve research proposals and other related research initiatives from the schools 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

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h. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

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

Chair:	**ROSALIN S. MULI, EdD** Assistant Schools Division Superintendent
Co-Chairs:	**EDGAR L. MANABAT, PhD** Chief, School Governance and Operations Division
	AMANDO C. YUTUC, PhD Chief, Curriculum Implementation Division
Adviser:	**MA. IRELYN P. TAMAYO, PhD, CESO V** Schools Division Superintendent
Members:	**IRENE C. LUSUNG, EdD** SEPS, Planning and Research
	CID REPRESENTATIVE/S based on requirement for the evaluation
	ED LAUREN D. GUIANG Accountant III/Representative from Finance Unit
	BY INVITATION: FOCAL PERSON of concerned division/ learning area/section/program
Secretariat:	**School Governance and Operations Division**

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

4. 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 as per the criteria and scoring template provided;
   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.

5. Immediate and wide dissemination of this memorandum is desired.

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Digitally signed by Ma. Irelyn P. Tamayo
Date: 2026.11.04 18:08:58 +08'00'

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