



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

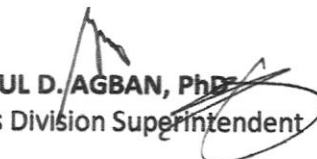
February 14, 2022

Division Memorandum  
No. 053 s. 2022

**COMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE**

TO : Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
EPSs, Unit Heads  
All Others Concerned

1. This office is informing the field relative to the composition of the Schools Division Research Committee for the Calendar year 2022.
2. Said Committee aims to provide research directions or guidance, particularly in aligning in aligning research initiatives with the national and local Basic Education Research Agenda. The Committee shall spearhead the call for proposals, evaluation, approval, and grant of available funds for research proposals, partnerships, and dissemination of results.
3. Attached are the composition and responsibilities of the Committee.
4. Immediate dissemination of and strict compliance with this Memorandum are desired

  
**RAUL D. AGBAN, PhD**  
Schools Division Superintendent



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### The composition of the SDRC

Chair	:Assistant Schools Division Superintendent (ASDS)
Co-Chairs	:Chief, School Governance and Operations Division Chief, Curriculum Implementation Division
Adviser:	Schools Division Superintendent (SDS)
Members	:SEPS, Planning and Research CID Representative/s based on requirement for the evaluation Representative from Finance Unit By invitation: Focal person of concerned division / learning area / section / program
Secretariat	: School Operations and Governance Division (SGOD)
Division Research Trainers	: Michael J. Froilan, PhD : Danhill Donoga, PhD : Don Redentor Evasco : Pepito E. Saldo Jr : Mark Bonabon : Reynel Ignacio

The Schools Division Research Committee (SDRC) <sup>shall</sup> will assume the responsibilities of research management at the schools 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, 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 schools 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.

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.

The SDRC 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 the criteria and scoring template provided in Annex 4;
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;