



Republic of the Philippines  
**Department of Education**

Region I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

Office of the Schools Division Superintendent



**DIVISION MEMORANDUM**  
**DM – 2023 - 089**

TO: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operation Division (SGOD)  
All Education Program Supervisors  
All Senior Education Program Specialists and Division Personnel  
All Public Elementary and Secondary School Heads  
All Others Concerned

FROM: Schools Division Superintendent

SUBJECT: **COMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE**

DATE: February 17, 2023

1. Pursuant to DepEd Order no. 16, s. 2017, this office announces the composition of the Schools Division Research Committee, to wit:

Chairperson: - **MARILU N. CARDENAS**  
Assistant Schools Division Superintendent

Vice Chairperson: - **ARTURO R. VIRAY**  
Chief Education Supervisor, SGOD  
- **ORLANDO I. GUERRERO**  
Chief Education Supervisor, CID

Adviser: - **VIVIAN LUZ S. PAGATPATAN CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Members: - **EDUCATION PROGRAM SUPERVISORS**  
**(CID and SGOD)**

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: [depedalaminocity.com](http://depedalaminocity.com)  
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- **MARIFE A. VIRAY**  
Planning Officer III
- **CHIMMY ANNE R. SISON**  
Accountant III

By Invitation

- **FOCAL PERSON OF CONCERNED DIVISION\LEARNING AREA\SECTION\PROGRAMS**

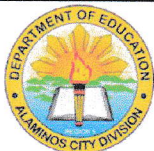
Secretariat:

- **DIANA MARIE G. OIGUAN**  
Senior Education Specialist, HRD
- **LEOMAR C. ABARRA**  
Senior Education Specialist, SMME w/ SMN
- **KEITH V. GARCIA**  
Education Program Specialist II, HRD
- **MARIO D. RANTAYO**  
Education Program Specialist II, SMME w/ SMN

2. The SDRC shall assume the responsibilities of research management at the school's division level. They shall perform roles & 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 and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) in particular, 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 a partnership with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and project;
  - 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
  - h. Endorse approved school-level proposals to the Regional Office for confirmation

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and release of funds under BERF.

3. To facilitate the evaluation and approval of research proposals, Committee may designate permanent alternates to represent them during 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 in Annex 4;
  - d. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
  - e. Provide technical assistance to the researchers on the conduct of their studies;
  - f. Conduct periodic monitoring of research initiatives in schools and community learning centers (CLCs) within the division;
  - g. Prepare periodic reports on accomplishments related to division research initiatives; and
  - h. Prepare complete staff works in support of the Committees function as needed.
5. For your information, guidance, and compliance.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-in-Charge*  
*Office of the Schools Division Superintendent*

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