



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
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 Name: 01593
 Signature: [Signature]
 Date: FEB 28 2025

Office of the Schools Division Superintendent

February 27, 2025

DIVISION MEMORANDUM

No. 038, s. 2025

REORGANIZATION OF DISTRICT RESEARCH COMMITTEE

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

1. **DepEd Order No. 16, s. 2017**, also known as the **Research Management Guidelines**, was issued with its primary objective of improving the research management in every governance level. These guidelines sought to build on the gains from the educational reforms by establishing a framework for the management of research initiatives at all levels of governance. These guidelines emphasize the Department's initiatives to strengthen the evidence-based policy development and decision-making.

2. The Schools Division of Marinduque through the Project Plan, Do Research, Innovate of the School Governance and Operations Division-Planning and Research Section (SGOD-PRS) hereby announces the reorganization of District Research Committee (DRC) to continuously strengthen the culture of research in the district. It is believed that with the increasing number of researchers per district, the contribution of each member will be of great help to the Schools Division Research Committee in evaluating research proposals.

3. The composition of DRC is as follows:

Adviser	Public Schools District Supervisor
Chairperson	School Head (Elementary/Secondary)
Co-Chairperson	School Head (Elementary/ Secondary)
Members	Subject Area Experts
	District Statisticians (at least 4 Secondary Mathematics Teachers)
	Language Experts (School Head/Secondary School Teachers Experts/Major in English and Filipino)
	District Bookkeeper
Secretariat	At least 4 Master Teachers or Teacher III with 5 years' experience (3 Elementary and 1 Secondary preferably conducted research)

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



Address: T. Roque St., Malusak, Boac, Marinduque
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Email: marinduque@deped.gov.ph
 Website: <https://depedmarinduque.com>

4. The District Research Committee (DRC) is expected to assist the Schools Division Research Committee (SDRC) to fulfill the designated duties and responsibilities stipulated in DepEd Order No. 16, s. 2017 (Research Management Guidelines) stated as follows:

- 4.1. Provide directions on research initiatives through the national and local Basic Education Research Agenda (BERA) and identify priority areas in the district;
- 4.2. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) in the district whether under BERF or Non-BERF;
- 4.3. Prepare and submit reports to the School Division Research Committee (SDRC) on all research initiatives conducted in the district;
- 4.4. Resolve emerging issues on the management and conduct of research; and
- 4.5. Endorse approved school level proposals to the Schools Division Office.

The DRC Secretariat shall deliver the following:

- i. Organize, coordinate, and document meetings of the Committee;
- ii. Conduct an initial screening of submitted proposals for compliance with submission guidelines;
- iii. Assist DRC members in recommending proposals for approval as per criteria and scoring template provided in Annex 4 of the Research Management Guidelines;

5. The composition of the DRC shall be submitted to the SGOD-PRS on or before March 7, 2025 through the email address: bernadith.lacerna001@deped.gov.ph following the prescribed template found in Enclosure No.1.

6. Should there be clarifications regarding the issuance, you may coordinate with Bernadith R. Lacerna, Senior Education Program Specialist for Planning and Research through the aforementioned email address provided.

7. For information, guidance, and compliance of all concerned.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 16, s. 2017
To be included in the Perpetual Index
under the following subjects:

COMMITTEES EVALUATION
POLICY RESEARCH OR STUDIES

SGOD-P&R-BRL



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Enclosure No. 1

DISTRICT RESEARCH COMMITTEE
District _____

Designation	Name	Position	School	Email Address	Contact Number
Adviser					
Chairperson					
Co-Chairperson					
Members					
<i>a. Subject Area Experts</i>					
English					
Science					
Mathematics					
Filipino					
Araling Panlipunan					
MAPEH					
EsP					
EPP/TLE					
<i>b. District Statisticians</i>					
1					
2					
3					
4					
<i>c. Language Experts</i>					
English					
Filipino					
<i>d. District Bookkeeper</i>					
<i>e. Secretariat</i>					
1					
2					
3					
4					



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