



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V (Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

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DIVISION MEMORANDUM

RELEASED

TO : Asst. Schools Division Superintendent
Chief of SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All concerned

DepEd, Division of Catanduanes
RECORDS SECTION
Date JUL 18 2019
Time: 8:05 AM
Signature:

FROM :
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SUBJECT : CREATION OF DISTRICT RESEARCH COMMITTEE

DATE : July 8, 2019

In support to the Department of Education's mandate to promote and strengthen the Culture of Research in the basic education, the Schools Division Of Catanduanes through the Public Schools District Supervisors would like to establish or create the District Research Committee (DRC), to facilitate the efficiency of evaluation process of the Research Proposals coming from the school level before it is endorsed to the Planning and Research Unit of the Schools Division Office. The District Committee will be composed of the following:

- Chairman: Public Schools District Supervisor (PSDS)
- Co-Chairman: District Focal Person (to be selected by the PSDS)
- Members: All School Heads (Elementary & Secondary) within the District
2 Key teachers for big schools
1 Key teacher for small schools

The result of the creation of District Research Committee will be submitted on or before July 19, 2019 at School Governance and Operation Division (SGOD) c/o Planning & Research Unit. Please refer to annex-1 for the Roles and Responsibilities of the DRC.

Compliance is hereby enjoined.

ROLES AND RESPONSIBILITIES OF THE DISTRICT RESEARCH COMMITTEE (DRC)

The following will be the Roles and Responsibilities of the District Research Committee (DRC):

1. Conduct initial screening of submitted proposals against the eligibility requirements following the research topic stated in the Basic Education Research Agenda (BERA) per D.O. No. 39, s. 2016
 - Four Themes:
 - a. Teaching & Learning
 - b. Child Protection
 - c. Human Resource Development
 - d. Governance and
 - BERA Cross-cutting Themes:
 - a. Gender & Development
 - a. Disaster Risk Reduction & Management
 - b. Inclusive Education
2. Ensure that the following requirements are submitted by the proponents as stipulated in D.O. No. 16, s. 2017.
 - a. Application form and endorsement of the immediate supervisor of the proponent (Annex 1);
 - b. Research proposal template (Annex 2) and
 - c. Anti-plagiarism and Absence of Conflict of Interest declaration (Annex 3).
3. Proposals falling under the following conditions will immediately be returned, with technical inputs, to the proponents:
 1. Incomplete documentary requirements as prescribed during the call for proposals;
 2. Conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent or the research manager;
 3. Non-conformance to research ethics;
 4. Exceeding the maximum amount of research grant with no provision for cost-sharing;
 5. Non-alignment of research topic with the national and local Basic Education Research Agenda (BERA); and
 6. Cost estimates not within the existing accounting and auditing rules and regulations.
4. The Committee will duly inform the proponent of the results of the initial screening. The proponents who passed the initial screening shall then be endorsed to the Schools Division Research Committee for more rigorous evaluation.
5. With full support of the school research committee, school heads, teachers will disseminate and utilize their research through existing mechanisms such as, but not limited to the following venues:

- a. **Learning Action Cells (LACs).** The LAC sessions may be maximized by sharing the results of ongoing and/or completed research. These may serve as input for teachers in their respective teaching-learning strategies.
- b. **In-service Training (INSET).** The training design may include discussions on research results and how these can be utilized.
- c. **School Governing Council (SGC).** Research results and proposed actions can be presented during school planning and monitoring activities.
- d. **Enhanced School Improvement Plan (eSIP)/Annual Implementation Plan (AIP).** Research results may be incorporated in the SIP. School planning activities may bring forth possible research topics. These may also be plotted as research initiatives in the SIP and AIP.
- e. **School Report Card (SRC).** Interventions made as a result of action may be included in the SRC.