

August 19, 2025

DIVISION MEMORANDUM
No. 518, s. 2025

**RECONSTITUTION OF THE SCHOOLS DIVISION
RESEARCH COMMITTEE (SDRC)**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
District Research Coordinators
All Others Concerned

1. DepEd Order No. 16, s. 2017 titled Research Management Guidelines outlines the roles and responsibilities of various stakeholders involved in the research management. With this, the field is hereby informed of the reconstitution of the Schools Division Research Committee (SDRC) who are expected and directed to assume the following roles and responsibilities:

- 1.1. Provide directions on research initiatives through the national and local Basic Education Research Agenda (BERA) and other identified priority research areas in the division;
- 1.2. Evaluate and recommend approval of the research proposals and other related research initiatives from the schools and learning centers (CLCs) to be funded under BERF, SEF, and other sources of funds;
- 1.3. Provide technical assistance to researchers for the SDRC chair's approval of the research proposals, projects, and other research-related initiatives within the schools division to be funded by other fund sources;
- 1.4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
- 1.5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
- 1.6. Resolve emerging issues on the management and conduct of research related activities/initiatives;
- 1.7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations;
- 1.8. Endorse approved school/district/division level research proposals to the Regional Office and other sources for confirmation and release of funds; and
- 1.9. Serve as evaluators, judges, and panel members in the research conference conducted by the Schools Division.

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2. The following is the reconstitution of the Schools Division Research Committee (SDRC):

Adviser : **HERMOGENES M. PANGANIBAN, CESO V**
 Schools Division Superintendent

Chairperson : **CATHERINE V. MARANAN**
 Assistant Schools Division Superintendent

Co-Chairpersons : **ANGELISA A. AMOTO**
 CES – SGOD

SACORO R. COMIA
 CES – CID

Legal Consultant : **Atty. MIKKO PAOLO A. PEREZ**
 Legal Officer

Members : **MARC ELMER M. PEREZ**
 SEPS – Planning and Research

VICENTA M. EBORA - PSDS (District I)
 CHARITY S. MAGADIA - PSDS (District II)
 EDELYN B. BRIONES - PSDS (District III)
 ROWENA T. ASI - PSDS (District IV)
 LOLITA T. ASI - PSDS (District V)
 ROSALINDA M. COMIA - PSDS (District VI)
 ROSALINA H. PANGANIBAN - PSDS (District VII)
 LEA C. AQUINO - PSDS (District VIII)
 LORNA M. ASI - PSDS (District IX)
 NIEVES A. MONTALBO - PSDS (District X)
 FE M. FALLURIN - EPS (SGOD)
 LEILA M. SECO - EPS (English)
 ROWENA D. CABANDING - EPS (Science)
 HERMAN A. CATAPANG - EPS (Mathematics)
 DEMETRIO B. BAUTISTA - EPS (Filipino)
 RICKY M. REALINGO - EPS (Araling Panlipunan)
 NICOLAS A. ASI - EPS (MAPEH)
 ROSSANA P. BAGON - EPS (Kindergarten)
 GENERIEGO O. JAVIER - EPS (ESP)
 AUREA P. OCON - EPS (EPP/TLE)
 AURELIA G. VIVAS - EPS (LRMDS)
 ELIZABETH M. ALEA - Division ALS Focal Person
 MARIA JOSEFINA M. LAGMAN - Accountant III
 MADONNA M. EBORA - AO V (Budget)

Chair, Secretariat: **MARC ELMER M. PEREZ**
 SEPS – Planning and Research

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS CITY

Member, Secretariat: **MAGIELYN R. BABAO**
SEPS – SMME

MADONNA B. ABRUGENA
Planning Officer III

CONNIE M. BALSE
EPS II – SMME

RIZZA E. BAUAL
EPS II - HRD

3. In addition, SDRC Secretariat shall also deliver the following, as stated in the same Order:

- 3.1 Organize, coordinate, and document meetings of the Committee;
- 3.2 Conduct initial screening of submitted proposals for compliance with submission guidelines;
- 3.3 Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided;
- 3.4 Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
- 3.5 Provide technical assistance to researchers on the conduct of their studies;
- 3.6 Conduct periodic monitoring of research initiatives in schools and community learning centers (CLCs) within the division;
- 3.7 Prepare periodic reports on accomplishments related to division research initiatives; and
- 3.8 Prepare complete staff work in support of the Committee's functions as needed.

4. For clarifications, please coordinate with Marc Elmer M. Perez, SEPS-Planning and Research at 09956439259 or via email through marcelmer.perez@deped.gov.ph.

5. Immediate dissemination of this Memorandum is earnestly desired.


HERMOGENES M. PANGANIBAN, CESO V
Schools Division Superintendent

Encl: None

References: DepEd Order No. 16, s. 2017

MEMP/ Reconstitution of the Schools Division Research Committee (SDRC)
SGOD-F-210/August 19, 2025

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