



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

29 September 2025

DIVISION MEMORANDUM

No. 538, s. 2025

**RECONSTITUTION OF DEPED BATANGAS SCHOOLS DIVISION
RESEARCH COMMITTEE (SDRC)**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- Schools Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to DepEd Order No. 16 s. 2017 titled "Research Management Guidelines, this Office announces the reconstituted DepEd Batangas Schools Division Research Committee (SDRC) effective September 29, 2025.

Chairman: **Jofit P. Dayoc, CESE**
OIC – Assistant Schools Division Superintendent

Co-Chairman: **Mario B. Maramot, PhD.**
OIC – Chief Education Program Supervisor, SGOD

David M. Nuay
Chief Education Program Supervisor, CID

MEMBERS	ALTERNATE/s
Rosemarie A. Encarnacion Senior Education Program Specialist	Aris U. Dimaano Planning Officer III
Marian L. Arias, EdD. Education Program Supervisor I – SGOD	Emerson B. Dalangin Division Science Coordinator
Ma. Leticia Jose C. Basilan, PhD. Education Program Supervisor I – Values Education	Mercy R. Villanueva, EdD. Education Program Supervisor I – Kindergarten
Alfred James A. Ellar, PhD. Education Program Supervisor I – Araling Panlipunan	Rosalinda A. Mendoza, EdD. Education Program Supervisor I – LRMS
Eduarda U. Alon Accountant III	Layne D. Ortega Administrative Officer V



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By Invitation:	Focal Person of concerned division/learning area/section/program
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Secretariat:

Aris U. Dimaano
Planning Officer III

Elizalde L. Piol
Division Information Officer

Kimberly Corollo
Administrative Aide VI

2. Newly reconstituted SDRC is expected to perform the terms of reference as stipulated in DepEd Order No. 16 s. 2017.

2.1 Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;

2.2 Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;

2.3 Evaluate and approve research proposals and other related research initiatives within the school division to be funded by other fund sources;

2.4 Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;

2.5 Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;

2.6 Resolve immerging issues on the management and conduct of research;

2.7 Ensure that cost estimates fall under the exiting accounting and auditing rules and regulations; and

2.8 Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

3. The SDRC Secretariat is also expected to deliver the following:

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 in Annex 4;

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 on research initiatives in schools and community learning centers (CLCs) within the division;

3.7 Prepare periodic report on accomplishments related to division research initiatives; and



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3.8 Prepare complete staff work in support of the Committee's functions as needed.

4. Immediate and wide dissemination of this memorandum is desired.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Enc. As Stated

Reference: DepEd Order No. 16 s. 2017

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

RAE/ RECONSTITUTION OF DEPED BATANGAS SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)/
S2-112166/09-29-2025