



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

09 Sep 2021

DIVISION MEMORANDUM
No. **348**, s. 2021

**SELECTION AND NOMINATION OF SCHOOL RESEARCH COORDINATOR (SRC)
FROM SY 2021-2022 TO SY 2023-2024**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. Pursuant to DepEd Order No. 16, s. 2017 or the Research Management Guidelines, this Office, through the Planning and Research Section of the School Governance and Operations Division (SGOD) announces the creation of a mechanism to liaise all research initiatives from the schools division office to the school level. Hence, the **selection and nomination of School Research Coordinator from SY 2021-2022 to SY 2023-2024** is desired.
2. The School Research Coordinator will assume the responsibilities of research management at the school level with the following roles and responsibilities:
 - a. provide directions on school research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the school level;
 - b. provide assistance in crafting researches in the school level and other related research initiatives from the schools division office;
 - c. forge partnerships and coordination with the schools division office through the planning and research section of the School Governance and Operations Division (SGOD);
 - d. provide technical assistance to researchers in the school on the conduct of their studies;
 - e. conduct periodic monitoring on research initiatives in the school;
 - f. prepare and submit periodic reports to the Schools Division Research Committee (SDRC) on all research initiatives conducted in the school;
 - g. resolve emerging issues on the management and conduct of research in the school level;
 - h. ensure that all researches in schools are in accordance with the research guidelines;
 - i. endorse research proposals of the schools to the Schools Division Research Committee (SDRC); and
 - j. prepare periodic reports on accomplishments related to all research initiatives conducted in the school.



3. Relative to the selection and nomination of School Research Coordinator, the following qualifications/competencies are essential:

- a. familiarity of research-based principles;
- b. experience in the conduct of research activities;
- c. familiarity in the Basic Education Research Agenda (BERA);
- d. knowledge and awareness in conduct of research;
- e. exemplary facilitation, writing, problem-solving, planning/organizational, project management capabilities and communication skills;
- f. computer competency including proficiency in Microsoft Word, Excel and PowerPoint;
- g. familiarity with data storage and analysis systems (e.g. Excel, SPSS, etc.);
- h. willingness to learn the rudiments of research;
- i. physically and mentally fit; and
- j. current researcher and existing BERF recipient is an advantage.

4. All public elementary and secondary school heads are requested to facilitate the selection and nomination of their respective School Research Coordinator through these procedures:

- a. Download the recommendation letter and school research coordinator profile thru this link: <https://tinyurl.com/SchoolResearchCoor>
- b. Accomplish the forms and fill out the necessary data.
- c. Upload the accomplished forms in the same link using this format on or before September 24, 2020-Friday:
For Elementary: ES_School_Name of School Research Coordinator
For Junior High School: JHS_School_Name of School Research Coordinator
For Senior High School: SHS_School_Name of School Research Coordinator
Example:

*ES_BES_Juan Dela Cruz
JHS_JZGMNHS_Juan Dela Cruz
SHS_SV5AINHS_Juan Dela Cruz*

5. Should there be questions and clarifications, you may contact Mr. Edward R. Manuel of Planning and Research Section of SGOD at edward.manuel001@deped.gov.ph and/or (049) 511-4191.

6. Immediate dissemination and strict compliance with this Memorandum is desired.


EDNA FAURA-AGUSTIN

Schools Division Superintendent

Encl: None

Reference: DepEd Order No. 16, s. 2017

SGOD/PR / DM-Selection and Nomination of School Research
Coordinator from SY 2021-2022 to SY 2023-2024
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