



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

March 26, 2021

DIVISION MEMORANDUM

No. 91 s. 2021

TO: Public Schools District Supervisors
School Heads (Elementary and Secondary)
All others concerned

SUBMISSION OF NAMES OF SCHOOL RESEARCH COORDINATORS AND/OR MEMBERS OF THE SCHOOL RESEARCH COMMITTEES

1. SDO Tabuk City through the Schools Division Research Committee (SDRC) continues its endeavor to promote the culture of research in our Division. As such, in order to facilitate the review of research papers being submitted to the SDRC for review, it is deemed a need to assign a research coordinator for schools under the small and medium category and for schools under the large category to organize their School Research Committee.

2. In this connection, it is hereby requested for schools under the small and medium category to identify and assign their School Research Coordinator while schools under the large category to organize if not reactivate their School Research Committees.

3. The School Research Coordinators/ members of the School Research Committees shall be tasked to:


- a. evaluate the research papers submitted by researchers at the school level before the school head endorses the same to the division office for approval by the SDRC and endorsement to the regional office for BERF, if necessary. Specifically, they are to:
 - a.1. Check if the format done by the researcher is in conformity to DO 16, s. 2017 or DM 262, s. 2020
 - a.2. Check the technical aspect of writing mechanics such as spelling, grammar, punctuations, etc.;
 - a.3. Check the completeness of the documentary requirements prescribed in DO 16, s. 2017 or DM 262, s. 2020. If found lacking a supporting document/s, provide the same and assist the researcher how to accomplish such; and
 - a.4. Endorse the research papers to the principal for approval or for submission to the Division Office.
- b. facilitate the dissemination of research-related updates to the school level
- c. participate actively in research-related activities in the division such as consultative meetings and the likes
- d. uphold ethical standards of research at all times.

4. Kindly submit the names of the identified School Research Coordinators and members of the School Research Committees through the following link not later than **March 31, 2021**:

<https://forms.gle/NGPUH4pzhnLYfXX78>



5. Immediate dissemination and compliance of this Memorandum is desired.


IRENE S. ANGWAY, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintend 