



Republic of the Philippines  
**DepED**  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
Dagupan City



**RELEASED**  
DATE: 4/2/11  
BY: [Signature]

DIVISION MEMORANDUM NO. 108, s. 2017

TO: Asst. Schools Division Superintendent  
Chiefs of SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Education Program Specialists  
Other Heads and Members of Various Units in the SDO

FROM: *[Signature]* **LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent

DATE: July 3, 2017

SUBJECT: Composition of the Schools Division Research Committee (SDRC) and  
SDRC Secretariat, and Organizational Assessment in Research

1. In compliance with DepEd Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG), the following personnel are designated as members of the Schools Division Research Committee (SDRC):

Adviser: **Dr. Lorna G. Bugayong**  
Schools Division Superintendent

Chair: **Dr. Lourdes D. Servito**  
Asst. Schools Division Superintendent

Co-Chair: **Ms. Maria Linda R. Ventenilla**  
Chief Education Supervisor, SGOD  
**Dr. Venus Maria SM. Estonilo**  
Chief Education Supervisor, CID

Members: **Verena R. Bautista**  
Principal 1, OIC-SEPS for Planning and Research

**Dr. Marissa O. Perez**, EPS (School Governance and Operations)

**CID Representative/s** (based on requirement for the evaluation of  
Research Proposals / on-call):

1. **Dr. Isabelita N. Daroya**, Public Schools District Supervisor
2. **Dr. Rosalind R. Lomibao**, EPS (Mathematics)
3. **Dr. Liberty G. Roxas**, EPS (Values Education)
4. **Dr. Liezl S. Cancino**, EPS (Araling Panlipunan)
5. **Dr. Ma. Socorro G. Dimalanta**, EPS (Special/Inclusive Education)

6. **Ms. Renata G. Rovillos**, EPS (Learning Resource)
7. **Dr. Cherry A. Cayabyab**, EPS (Science)
8. **Ms. Agnes A. Bacugan**, EPS (English)
9. **Dr. Gemma M. Erfelo**, EPS (Filipino and Mother Tongue Based-Multilingual Education)
10. Focal Person Designate for Music, Art, Physical Education and Health (MAPEH)
11. Focal Person Designate for Edukasyong Pantahanan at Pangkabuhayan (EPP) and Technology and Livelihood Education (TLE)

**Representative of Finance Unit: Harking C. Reyes**, Accountant III

**Focal Persons** (of concerned unit/section/program, *by invitation*):

Budget and Finance: **Ms. Zenaida Q. Peralta**, Budget Officer III

Physical Facilities: **Engr. Tatum Grace Manzano**, Engineer III

Disaster Risk Reduction Management: **Ms. Marjorie S. Rodriguez**, PDO II

Administrative concerns: **Ms. Myrel Angelica N. Lopez**

Administrative Officer V

Medical Health: **Dr. Theresa P. Parayno**, Medical Officer III

Dental Health: **Dr. Jeanellene R. Trigue**, Dentist II

Child Protection and Other Legal concerns: **Atty. Jose O. Oviedo**

Attorney III

2. The abovementioned members of the SDRC shall assume the responsibilities of research management and facilitate the evaluation and approval of research proposals at the schools division level.
3. Pursuant to the same DepEd Order, the following personnel are designated as SDRC Secretariat:

**Dr. Mitchellene V. Rivo**

SEPS for Human Resource Training and Development

**Dr. Raymond N. Villare**

SEPS for School Management Monitoring and Evaluation

**Dr. Vladimir C. Parayno**

SEPS for Social Mobilization

**Ms. Joann L. Jimenez**

Planning Officer

**Ms. Diana Irish J. Solis**

EPS II, Human Resource Training and Development

**Dr. Haydee C. Maiquez**

EPS II, Social Mobilization

**Mr. Isagani D. Rosario**

EPS II, School Management Monitoring and Evaluation

4. All members of the SDRC and Secretariat are to fulfil the roles and responsibilities inherent to their positions as stipulated in **Section A.iii** of the Research Management Guidelines.
5. This composition of the Schools Division Research Committee and Secretariat shall take effect beginning School Year 2017-2018, until revised or rescinded by this office.
6. In support of the on-going Competency-Based Learning and Development (CBLD) Plan of DepEd, all members of the SDRC and Secretariat are enjoined to accomplish the organisational assessment (OA)/training needs assessment (TNA) in the following links: <http://bit.ly/DEPEDSDRC05> (for the members of the SDRC) and <http://bit.ly/DEPEDSDRCsec05> (for the other members of the SDRC secretariat), on or before **July 5, 2017**.
7. Widest dissemination of this memorandum is desired.