




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City



DIVISION MEMORANDUM
NO. 313 s. 2016

BY:  DATE: 09 AUG 2016

To: **LOURMA I. POCULAN**
LILIA E. ABELLO
LEONIDO A. PAMPILO, JR.
ARCELITA B. ZAMORAS
ANITA D. SUBEBE
JULIET J. VELASCO
ALL CONCERNED PERSONNEL

From: 
NATIVIDAD P. BAYUBAY, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

Subject: **FUNCTIONS AND COMPOSITION OF THE DIVISION RESEARCH COMMITTEE**

Date: **August 8, 2016**

1. This is to inform all teaching and non-teaching personnel of the composition of the Division Research Committee and the articulation of its function.
2. The following will be the function of the Division Research Committee:
 - Develop division research policies;
 - Review and evaluate research projects of the teaching and non-teaching personnel of the division;
 - Recommend to the SDS research projects to be endorsed to the BERF;
 - Formulate strategic research objectives to promote the culture of research in the division;
 - Extend research technical assistance to teaching and non-teaching personnel of the division;
 - Disseminate research information to all teaching and no-teaching personnel;
 - Plan and conduct an annual Division Research Congress.
 - Maintain an archive of the researches conducted by all teaching and no-teaching personnel of the division; and
 - Perform other functions related to research as assigned by the SDS.
3. The members of the Division Research Committee are the following:

Chairperson:	LOURMA I. POCULAN
Vice Chairperson:	LILIA E. ABELLO
Members:	LEONIDO A. PAMPILO, JR.
	ARCELITA B. ZAMORAS
	CARINA C. PIAMONTE
	ANITA D. SUBEBE
	JULIET J. VELASCO
4. For information, dissemination and guidance.