



Republic of the Philippines  
**Department of Education**  
Region I  
**PANGASINAN SCHOOLS DIVISION OFFICE II**

07 November 2023

DIVISION MEMORANDUM  
NO. 557 s. 2023

**Submission of the Composition of District Research Committee and Municipal Research Committee**

To: All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Public School Teachers

1. In support of the Department's Research Management Guidelines (RMG) and in preparation for the SY 2023-2024 Call for Research Proposals, this Office requests the submission of the composition of District Research Committee (DRC) for the elementary schools and Municipal Research Committee (MRC) for the secondary schools.

2. The DRC and MRC shall ensure that all research proposals have been fully screened before endorsing them to the Division Office. Research papers shall be evaluated using the attached evaluation tool. Further, the Committee shall also be in-charge of consolidating the screened proposals to be submitted at the Division Office thru the Records Section.

3. The DRC and MRC shall be composed of the following:

3.a District Research Committee (Elementary)

<b>Designation</b>	<b>Qualification/s</b>
Chairman	Public School District Supervisor
Co-Chaiman	School Head with completed research either as Basic Education Research (BERF) research or Division Level Research.
Statistician	School Head/Master Teacher/K-Teacher with working knowledge on Statistics
Members	Two (2) Master Teachers and One (1) K-Teacher with completed research either as Basic Education Research (BERF) research or Division Level Research.

3.b Municipal Research Committee (Secondary)



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<b>Designation</b>	<b>Qualification/s</b>
Chairman	School Head with completed research either as Basic Education Research (BERF) research or Division Level Research.
Co-Chairman	Head Teacher with completed research either as Basic Education Research (BERF) research or Division Level Research.
Statistician	School Head/Master Teacher/K-Teacher with working knowledge on Statistics
Members	Two (2) Master Teachers and One (1) K-Teacher with completed research either as Basic Education Research (BERF) research or Division Level Research.

7. The requested report shall be submitted **on or before November 20, 2023** on this link: **<https://forms.gle/dqtonWMbCCemRiNF9>**. The template for the report can be downloaded on the specified link.

8. For information and strict compliance.

**APPROVED FOR TRANSMISSION:**

**ARVIN R. PURISIMA**  
ADMINISTRATIVE OFFICER V

**LORNA G. BUGAYONG, PhD, CESO V**  
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