



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway P-6, Casisang, Malaybalay City

Website: depedmalaybalay.net email: depedmalaybalay@gmail.com

Tel: (088) 221 - 4597 / Telefax: (088) 813 - 2894



DIVISION MEMORANDUM

No. 186 s. 2016

TO: **Public Schools District Supervisors/District OICs**
Public Elementary/Secondary School Heads

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: April 20, 2016

SUBJECT: **DESIGNATION OF SCHOOL RESEARCH COORDINATOR (SRC) IN
SCHOOLS AND THEIR ATTENDANCE IN THE DIVISION SRC CONFERENCE**

1. This Office hereby directs all concern to designate a proficient and proactive School Research Coordinator (SRC), effective school year 2016-2017.
2. The School Research Coordinator (SRC) will do the following:
 - a. develop initiatives in improving the culture of research;
 - b. prepare and maintain updated records of research and research activities; and
 - c. monitor the progress of research activities.
3. The name of designated School Research Coordinator (SRC) will be submitted on or before April 28, 2016, Attention: ROSALIO P. ARANGCO, SEPS for Planning & Research.
4. The School Research Coordinator (SRC) is advised to attend the **Division SRC Conference** on **April 29, 2016** at the Division Multi-Purpose Hall, following the schedule below:

MORNING SCHEDULE (8:00-12:00)

District VI, VII, VIII, IX, X

AFTERNOON SCHEDULE (1:00 -5:00)

District I, II, III, IV, V

5. The School Research Coordinator (SRC) is encourage to provide his/her own provision (snacks/lunch) and must bring USB/Flash Disc during the said conference.
6. Travelling expenses incurred during the conference shall be charged against local funds subject to the usual accounting and auditing policies, rules and regulations.
7. For information, guidance and strict compliance.

