



Republic of the Philippines  
Department of Education  
Region III – Central Luzon

**SCHOOLS DIVISION OFFICE OF BULACAN**  
**Office of the Schools Division Superintendent**

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
Website: [www.bulacandeped.com](http://www.bulacandeped.com) ☎ Email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



10106


February 12, 2018

**To: Public Schools District Supervisors  
Secondary School Heads/ OICs  
District and Secondary School Research Committees**

As part of the continuous improvement in the management and conduct of research initiatives in the division, all Public Schools District Supervisors and Secondary School Principals, being the Chairperson of their respective District Research Committee and Secondary School Research Committee, are hereby requested to designate one member of their research committee as **Research Coordinator**. The Research Coordinator shall be responsible for attending meetings, and update the research committee of the district or secondary school about the latest issuances and information relative to management and conduct of research. The Research Coordinator will also be invited to join the Division of Bulacan Researchers' Group (Facebook Group) where updates will be posted.

Name, position, station (district/school), contact number, email address and scanned copy of the designation letter of the Research Coordinator shall be submitted through email to the Planning and Research Unit of SGOD at this email address: [maribel.perez003@deped.gov.ph](mailto:maribel.perez003@deped.gov.ph) not later than February 19, 2018. Please refer to the attached template of the designation letter.

Dissemination of the contents of this letter to all concerned is highly appreciated.

  
**ROMEO M. ALIP, Ph.D., CESO V**  
Schools Division Superintendent

**DIVISION LETTER**  
**No. 045, s. 2018**

<District/School Logo and Letter Head>

---

<Date>

**MR/MS. <Name of Research Coordinator>**

<Position>

<School>

<District/School Address>

**Mr./Ms. <Surname of Research Coordinator>:**

In the exigency of service, you are hereby designated as Research Coordinator of <District/Secondary School>, Division of Bulacan, effective February 15, 2018.

This assignment/designation is in addition to your regular functions as <Position> and will not provide additional compensation/salary.

This assignment/designation takes effect immediately.

Very truly yours,

(Sgd) \_\_\_\_\_  
<Public Schools District Supervisor/School Head>

CONFORME:

(Sgd.)

<Name of Research Coordinator>

<Position>