

May 10, 2019

C 04899

DIVISION MEMORANDUM
 NO. 181, s. 2019

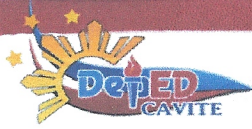
ORGANIZATION OF THE MUNICIPAL RESEARCH COMMITTEES (MRCs) AND MUNICIPAL CAVITE ASSOCIATION OF RESEARCH EDUCATORS (CARE)

TO: OIC, Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 OIC Chief, School Governance and Operations Division
 Public Schools Division Supervisors
 Municipal Research Key Administrators
 Division CARE Officers

1. In reference to Division Memorandum No. 142, s. 2019, entitled "Research Management Guidelines", each Extension Office shall establish the Municipal Research Committees (MRCs) and the Municipal Cavite Association of Research Educators (CARE) organization, on or before May 16, 2019.

2. The Municipal Research Key Administrators shall serve as the Municipal Research Committee (MRC) Chairpersons. The MRC Chairpersons in each Extension Office are as follows:

| Extension Office | Municipal Research Committee (MRC) Chair |
|-------------------------|---|
| Alfonso | Brenda C. Alegre |
| Amadeo | Rowena G. Ermita |
| Carmona | Irene G. Dela Cruz |
| Gen. Emilio Aguinaldo | Myra B. Malimban |
| Gen. Mariano Alvarez | Gina C. Bencito |
| Indang | Lorena A. Custacio |
| Kawit | Evelyn E. Solomon |
| Magallanes | Shiela B. Bello |
| Maragondon | Lara T. Padal |
| Mendez | Maribel B. Ramos |
| Naic | Vilma B. Bautista |
| Noveleta | Ma. Antonia P. Adao |
| Rosario | Marcos Aristotle P. Alvarez |
| Silang | Vilma A. Luna |
| Tagaytay City | Garylen P. Amoroso |
| Tanza | Felino B. Sidocon, Jr. |
| Ternate | Lorena V. Miranda |
| Trece Martires City | Famie C. Apay |



3. The MRC Chair shall facilitate the establishment of Municipal CARE organizations and election of its Officers. The Officers shall be composed of:

- a. President;
- b. Vice President;
- c. Secretary;
- d. Treasurer;
- e. Auditor;
- f. PRO;
- g. Business Managers; and
- h. Representatives
 - i. Elementary
 - ii. Junior High School
 - iii. Senior High School.

4. In order to be nominated and elected as a Municipal CARE Officer, one must meet the following qualifications:

- a. Strong background in education research;
- b. Active participant in research conferences/colloquia/fora in the last 2 years;
- c. Willing to work as a member of the Municipal Research Committee (MRC);
- d. High quality of integrity and ethics; and
- e. Computer literate.

5. Attached in this Memorandum are the powers and duties of each Officer in accordance to the Constitution and By-laws of CARE.

6. The elected Municipal CARE President shall be designated as the MRC Secretariat.

7. The MRC Secretariat shall submit the following documents on or before May 17, 2019 to depedcavite.research@deped.gov.ph:

- a. Names of the MRC Committee
- b. Names of the newly-elected Municipal CARE Officers
- c. Minutes of the Meeting; and
- d. Photo-documentation of the Municipal CARE Election.

8. The membership for the Municipal CARE organization shall be open to all DepEd Cavite personnel.

9. Immediate dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent



POWERS AND DUTIES OF MUNICIPAL CARE OFFICERS (Article VI of the CARE Constitution and By-Laws)

A. President

The duties of the President shall be:

- a. preside at all meetings;
- b. direct the overall operations of the organization;
- c. issue notices and/or memoranda as to enforce any action and guide the members accordingly for the good of the organization;
- d. report the accomplishments and recognition of the organization;
- e. serve as official representative in all ceremonies, affairs, proceedings, and transactions.

B. Vice President

The duties of the Vice President shall be:

- a. perform the functions and exercise the powers and duties of the president during his absence or inability to act;
- b. perform the functions and duties assigned to him by the president;
- c. report to the president the status of each project;
- d. monitor the performance of each member, report this to the president and give his recommendations;
- e. initiate programs to train and motivate the member;
- f. ensure that the needs and supports are extended to all members.

C. Secretary

The duties of the Secretary shall be:

- a. take the minutes of all meetings;
- b. keep records and files;
- c. report the minutes of the previous meeting; and
- d. perform the duties and responsibilities assigned to him by the President

D. Treasurer

The duties of the Treasurer shall be:

- a. issue notices of dues payable;
- b. ensure complete collection of the dues, fees and other receivables;
- c. keep the books of accounts of the Organization;
- d. prepare a report on the financial position and cash flow of the organization every meeting; and
- e. perform the duties and responsibilities assigned to him by the President

E. Auditor

The duties of the Auditor shall be:

- a. assist the Treasurer in the performance of his tasks;
- b. audit the accounts of the organization; and
- c. perform the duties and responsibilities assigned to him by the President.

F. Public Information Officer (or Public Relations Officer [PRO])

The duties of the PIO shall be:

- a. disseminate all types of communication; and
- b. perform the duties and responsibilities assigned to him by the President.



G. Business Manager

The duties of the Business Manager shall be:

- a. plan, organize and direct agency, institution or facility business functions;
- b. analyze expenditures and other financial data;
- c. process requisitions for supplies, materials and equipment; and
- d. perform the duties and responsibilities assigned to him/her by the President.

H. Representatives

The duties of the representatives shall be:

- a. disseminate all types of communication among Research Focal Persons in his/her cluster; and
- b. perform the duties and responsibilities assigned to him by the President.