

June 4, 2019

DIVISION MEMORANDUM
NO. 214, s. 2019

ORGANIZATION OF THE DIVISION ENTHUSIASTS AND ADVOCATES FOR RESEARCH (DEAR)

TO: Assistant Schools Division Superintendents
OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC Chief, School Governance and Operations Division
Division CARE Officers
All Division Personnel

1. In reference to Division Memorandum No. 142, s. 2019, entitled "Research Management Guidelines", the Division Office shall establish the Division Enthusiasts and Advocates for Research (DEAR), the Division wing of Cavite Association of Research Educators (CARE) organization, on or before June 28, 2019.

2. The membership for DEAR shall be open to all DepEd Cavite Division personnel, except for the SDRC Key Officials (e.g. Advisers, Chair, Co-chair, SEPS-Planning and Research, and Secretariat), Education Program Supervisors (EPSs), and Public Schools District Supervisors (PSDs). Interested personnel may register via <https://tinyurl.com/y5xshxup>. Registration shall be until June 24, 2019, 5 P.M. The election of officers shall be announced in a separate advisory.

3. DEAR Officers and members may be designated to review and give feedback in terms of the content and ethical considerations of the research proposals submitted to the SDRC.

4. The Schools Division Research Committee shall facilitate the establishment of DEAR and the 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. Administration
 - ii. Curriculum Instruction and Development
 - iii. School Governance and Operations Division

5. In order to be nominated and elected as a DEAR Officer, one must meet the following qualifications:

- a. Strong background in education-related researches;
- b. Active participant in research conferences/colloquia/fora in the last 5 years;



POWERS AND DUTIES OF DEAR 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

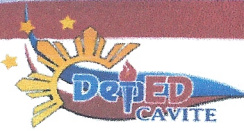
The duties of the Auditor shall be:

- 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.



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083



- c. Willing to work as a member of the Schools Division Research Committee (SDRC);
 - d. High quality of integrity and ethics; and
 - e. Computer literate.
6. Attached in this Memorandum are the powers and duties of each Officer in accordance to the Constitution and By-laws of CARE.
7. The DEAR President, or a designated DEAR Officer, shall submit the following documents on or before July 2, 2019 to depedcavite.research@deped.gov.ph:
- a. Names of the newly-elected Officers and members
 - b. Minutes of the Meeting; and
 - c. Photo-documentation of the Election.
8. Immediate dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIANG
Schools Division Superintendent