



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



14 October 2024

**REGIONAL MEMORANDUM**  
 ORD. No. 1063, s. 2024

**To:** Schools Division Superintendents  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**NCR LOCAL DATA CAPTURE**

1. Data, information, or knowledge has a significant impact on every organization. The collected data and information from all schools in the region are vital in its planning and budgeting, and allocation of resources to provide equitable and quality basic education services.
2. In this regard, a link to NCR Local Data Capture will be shared to all SDO Planning Officers to collect the following data requirements:
  - 2.1 enrolment;
  - 2.2 shifting, learning delivery mode, and classrooms;
  - 2.3 classes organized; and
  - 2.4 teacher inventory (the actual number of teachers as of September 30, 2024)
3. The deadline of submission is until October 21, 2024 (Monday), 12 NN.
4. Public elementary and secondary schools must ensure that all data requirements are met accurately and completely. Schools Division Superintendents, through SDO Planning Officers, are required to provide technical assistance in ensuring the completion and submission of public elementary and secondary schools under their jurisdiction.
5. For other concerns, please contact Policy, Planning and Research Division at [pprd.ncr@deped.gov.ph](mailto:pprd.ncr@deped.gov.ph).
6. Immediate dissemination of and utmost compliance with this Memorandum are desired.

  
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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1

