DEPARTMENT OF EDUCATION - NCR
R E L E A S E D
RECORDS SECTION, DEPED NCR

OCT 3 0 2024

BY: _____ DATE: _____

30 October 2024

REGIONAL MEMORANDUM
ORD No. 1 1 4 2 , s. 2024

To: Assistant Regional Director
Schools Division Superintendents
ROP Functional Division Chiefs and Unit head
All Others Concerned

ADDENDUM TO RM No. 1089, s. 2024 (RO AND SDO INTERFACE ON DATA MANAGEMENT FOR BASIC EDUCATION LEARNING RESOURCES)

1.   In addition to Paragraph 1 of the RM No. 1089, s. 2024, please be advised that the abovementioned activity will be conducted at the **Forest Crest Nature Hotel & Resort, Km 72, Batulao, Nasugbu, Batangas**. Regional Office participants' check-in will be on November 3, 2024 (Day 0) with the selected Schools Division Superintendents and Assistant Schools Division Superintendents, while SDO participants' check-in will be on November 4, 2024, Day 1. The first meal of the participants will be morning snacks.

2.   Attached in this memorandum are the following enclosures for reference and compliance:
Enclosure 1: List of Additional Participants
Enclosure 2: Indicative Program of Activities
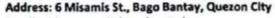Enclosure 3: Functional Divisions and SDO Needed Data

3.   Reiterating Paragraph Number 2 of the abovementioned regional memorandum on the pre-registration of participants through this link: **bit.ly/PreRegLearningResourcesData**. The deadline for registration will be on October 31, 2024, 12:00 NN.

4.   All expenses relative to the conduct of this activity including board and lodging and other incidental expenses shall be charged against downloaded funds. However, the traveling expenses of the participants to this event shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

5.   For clarifications and further inquiries, kindly contact Dr. Lilia A. Ricero, Officer-in-charge and Education Program Supervisor of Policy, Planning and Research Division through this email: pprd.ncr@deped.gov.ph.

6.   Immediate dissemination of and utmost compliance with this Memorandum are desired.

JOCELYN DR ANDAYA, CESO III
Director IV

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Website: depedncr.com.ph

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Enclosure 1

LIST OF ADDITIONAL PARTICIPANTS

1. SDO TAPAT – SDS Alejandro G. Ibañez
2. SDO Pasig City – SDS Sheryl T. Gayola
3. SDO Malabon City – SDS Cecille G. Carandang
4. SDO Navotas City – SDS Meliton P. Zurbano
5. SDO Las Pinas City – ASDS Melody P. Cruz
6. SDO Quezon City – ASDS Isabel S. Sibayan
7. SDO Caloocan City – OIC-ASDS Warren A. Ramos
8. SDO Mandaluyong City – OIC-ASDS Charlie O. Fababaer
9. SDO Valenzuela City - Christian Bumatay
10. RO Legal – Atty. Annaliza G. Esperanza
11. FTAD – Maria Carla Laarni C. Paranis
12. CLMD – Arnold C. Gatus
13. ESSD – Marc Christian P. Orosco
14. 16 Project Development Officer II – LRMS
15. 4 Data Analysts
16. Resource Person – Maria Celeste S. Narciso

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Enclosure 2

Indicative Program of Activities

Objectives:

a) Develop a deep understanding of data management principles and best practices among Regional Office (RO) and Schools Division Offices (SDOs) personnel to analyze existing data management processes and identify areas for improvement.

b) Foster a positive attitude towards data management and its importance in enhancing educational outcomes, while promoting a culture of collaboration and transparency among stakeholders.

c) Design and implement a user-friendly interface for the data management system and conduct training sessions to equip personnel with practical skills in utilizing the system effectively.

Indicative Program of Activities

Date/Time	Activity/Topic	Person Responsible	Objective	Expected Output
Plenary				
Day 0 November 3, 2024	Arrival of RO TWG/Secretariat and Subject Matter Expert Technical Working Group (TWG) Preparatory Meeting			
Day 1 November 4, 2024 (Monday)				
7:00 – 8:00 AM	Arrival of Participants			
8:00-9:00 AM	Registration			
9:00 – 9:30 AM	Preliminaries *Prayer* *Philippine National Anthem* *Galaw Pilipinas* *Quality Policy System (QMS)* *Acknowledgment of Participants* *Inspirational Message* *Statement and Purpose*			
9:30 AM – 12:00 NN	Data Walkthrough: A Guided Exploration of Consolidated Insights in DepEd NCR	Maria Celeste S. Narciso and Data Analysts	Guide participants through a structured exploration of DepEd NCR's consolidated data, enabling them to identify key	Gain a comprehensive understanding of the consolidated data and will be able to articulate specific insights and trends relevant to their respective

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Time	Activity	Facilitator	Objective	Output
			insights, trends, and areas for improvement across priority areas such as enrollment, teacher capacity-building, foundational skills, and environmental factors.	divisions, forming a foundation for informed decision-making and strategic planning.
12:00 NN – 1:00 PM	Lunch Break			
1: 00 – 2:00 PM	**Instruction 1:** Familiarization with the template for the Workshop on making their own story on the data.	Maria Celeste S. Narciso and Data Analysts	Familiarize participants with the templates and methodology for interpreting data to create meaningful narratives on enrollment and capacity-building of teachers and school heads.	Participants complete an initial draft of their narrative data story on enrollment and capacity-building.
2:00 – 3:00 PM	**Workshop 1:** Digging into the data on Enrolment (Priority No. 1) and Capacitating Teachers and School Heads (Priority No. 3)	Maria Celeste S. Narciso and Data Analysts	Deepen participants' understanding of environmental and foundational skills data templates, supporting them in identifying trends and insights.	Completed data templates reflecting environmental factors and foundational skills, ready for group presentations.
3:00 -4:00 PM	Group consultation with the Facilitator	Maria Celeste S. Narciso and		

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		Data Analysts		
4:00 – 4: 30 PM	Accomplishment of Day 1 QAME			
4:30 -5:30 PM	Debriefing			
Officer of the day – Day 1	Lilia A. Ricero OIC Chief, PPRD			
Day 2 - November 5, 2024 (Tuesday)				
8:00 – 8:30 AM	Management of Learning - CLMD			
8: 30 – 10:00 AM	**Instruction 2:** Learning engagement through giving key points on accomplishing data template Environment (Priority No. 4)	Maria Celeste S. Narciso and Data Analysts	Equip participants with key insights and techniques to complete the data template for environmental data, emphasizing the role of the environment in supporting learner-centered practices.	Completed and accurately filled data templates for environmental factors, ready for integration into overall data analysis.
10: 00 – 12:00 NN	**Workshop 2:** Digging into the data on Foundational Skills (Priority No. 2) and Learner-Centered (Priority No. 4)	Maria Celeste S. Narciso and Data Analysts	Enable participants to analyze and interpret data related to foundational skills and learner-centered approaches, identifying trends, gaps, and potential strategies for improvement.	Consolidated data interpretations on foundational skills and learner-centered practices, highlighting key insights and actionable recommendations.
12: 00 NN-1:00 PM	Lunch Break			
1:00 -2:00 PM	Learning Engagement consultation with the facilitator	Maria Celeste S. Narciso And Data Analysts		
2:00 - 3:30 PM	Sharing of output through Trial Presentation	Maria Celeste S. Narciso	Provide an opportunity for participants to	Initial presentation drafts of

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			share their findings on enrollment and teacher capacity data, refining their analysis through peer feedback and consultation with facilitators.	enrollment data and teacher/school head capacity data, with feedback notes for final refinement.
3:30 PM – 4:00 PM	Synthesis and clearing house of ideas		Maria Celeste S. Narciso	
4:00 – 4:30 PM	Accomplishment of Day 2 QAME			
4:30 -5:30 PM	Debriefing			
Officer of the day – Day 2	Micah G. Pacheco OIC Chief, CLMD			
Day 3 - November 5, 2024 (Wednesday)				
8:00 – 8:30 AM	**Management of Learning** HRDD-NEAP R			
8:30 – 9:30 AM	**Instructions 2:** Key points on the sharing of outputs through the presentation of SDO assessment, teachers, and learning resources data	Maria Celeste S. Narciso and Data Analysts	Guide participants in effectively presenting and interpreting assessment data, teacher metrics, and learning resources from each Schools Division Office (SDO), focusing on identifying best practices, trends, and gaps across divisions.	**Presentation of SDO Assessment Data**: Detailed presentations from each SDO (SDO 1, SDO 2, SDO 3, SDO 4) that outline assessment data insights, including identified strengths and areas for improvement.
9:30 AM – 12:00 NN	**Presentation Proper** (Assessment data)	Maria Celeste S. Narciso	Facilitate a collaborative session where SDOs share	**Sharing of Teachers and Learning Resources Data:**

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Time	Activity	Facilitator	Objective	Output
	SDO 1 SDO 2 SDO 3 SDO 4		insights and strategies to support evidence-based improvements in teaching and learning resources.	Comprehensive summaries from each SDO on teacher metrics and learning resources, including a list of best practices and recommendations for addressing gaps in resources or capacity.
12:00 NN -1:00 PM	Lunch Break			
1:00 – 4:00 PM	***Continuation of sharing outputs*** (Teachers and Learning resources) 4 SDOS presenting learning resources SDO 1 SDO 2 SDO 3 SDO 4	Maria Celeste S. Narciso		
4:00 PM – 4:30 PM	Synthesis and clearing house of ideas	Maria Celeste S. Narciso		
4:30 – 5:00 PM	Accomplishment of Day 2 QAME			
5:00 -5:30 PM	Debriefing			
Officer of the day – Day 3	Hajji Relano Palmero Chief, HRDD NEAP R			
Day 4 - November 7, 2024 (Thursday)				
8:00 – 8:30 AM	**Management of Learning** (QAD)			
8:30 – 9:30 am	**Instruction 3:** Key points to cleaning out the data. Cleaning out data and consultation	Maria Celeste S. Narciso and Data Analysts	Equip participants with key techniques and best practices for systematically cleaning and validating data to ensure accuracy, consistency, and reliability in subsequent	Fully cleaned and validated data templates, free from inconsistencies or inaccuracies, ready for analysis and presentation.

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			analysis and reporting.	
9: 30 – 12:00 NN	Cleaning out the data	Maria Celeste S. Narciso and Data Analysts	Facilitate hands-on sessions where participants apply data-cleaning methods, identify and correct errors, and consult with facilitators to address data discrepancies effectively.	Record of the data-cleaning steps taken, including error logs and corrections, serving as a reference for maintaining data integrity in future data collection processes.
12: 00 NN -1:00 PM	Lunch Break			
1:00- 3:30 PM	Continuation of cleaning out the data			
3:30 PM – 4:00 PM	Synthesis and clearing house of ideas		Maria Celeste S. Narciso	
4:00 – 4: 30 PM	Accomplishment of Day 4 QAME			
4:30 -5:30 PM	Debriefing			
Officer of the day – Day 4	Marina S. Espino OIC-Chief, QAD			
Day 5 - November 8, 2024 (Friday)				
8:00 – 8:30 AM	**Management of Learning** FTAD			
8: 30 – 9:30 AM	**Instruction 4** Final instruction for the plenary sharing of outputs.		Maria Celeste S. Narciso	
9: 30 -11:30 AM	**Presentation Proper** - Priority No. 1 - Priority No. 2 - Priority No. 3 - Priority No. 4		Maria Celeste S. Narciso	
11:30 -12:00 AM	Inputs and clearing house of ideas		Maria Celeste S. Narcisp	
12:00 -1:00 PM	Lunch Break			
1:00 -2:00 PM	Ways Forward and Closing Program			
2:00 – 2:30 PM	Accomplishment of Day 5 QAME			
Officer of the Day – Day 5	Dr. Roger Morallos Chief, FTAD			

Note: The assigned Officer of the day shall lead the MOL and debriefing session

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Enclosure 3

Functional Divisions and SDO Needed Data

PPRD and SDO Counterpart

1. No. of Schools (ES, JHS, SHS)
2. Enrollment (ES, JHS, SHS)
3. Shifting (ES, JHS, SHS, General)
   > Highest Level
   > Most frequently Used
4. Learning Delivery Modality (ES, JHS, SHS, General)
5. Rooms (Actual Usage)
   > Academic Only
   > Laboratory
   > Instructional (Acad + Laboratory)
6. Classroom-Learner Ratio (Single Shift Only & Actual Shift Computation)
   > Academic Only
   > Instructional (Acad + Laboratory)
7. Classes Organized (CO) - (ES, JHS, SHS)
   > Standard VS Actual
   > Actual: Below, Within, Above Standard
8. Teacher Inventory - Actual Teaching (ES, JHS, SHS)
   > No. of Teachers
   > Teacher-Learner Ratio
9. No. of Drop out by grade level by school by SDO (for the last 3 years)

   Current SY VS Previous SY Enrollment (Promotional) by Grade Level

   Current SY VS Previous SY Enrollment (ES, JHS, SHS)

   No. or % of ES, JHS, SHS that are implementing Single, Double, Triple Shift

   No. or % of ES, JHS, and SHS that are F2F, Blended, Distance Learning

   No. of ES, JHS, SHS that have no building or borrow from other schools

   No. or % of ES, JHS, SHS, and Total Schools that are meeting/not meeting the standard CLR

   No. or % of ES, JHS, SHS that their Actual Classes Organized is less/greater than the Ideal Classes Organized

   No. or % of ES, JHS, SHS and Total Schools that have beyond/above the Standard Classes Oganized
   - Identify those schools that have beyond/above the Standard Classes Organized
   From the total no. of Actual Classes Organized,
   What is the percentage share that falls **beyond/above** standard classes organized

   No. or % of ES, JHS and SHS that are meeting/not meeting the standard Teacher-Learner Ratio
   - Identify those schools not meeting the standard Teacher-Learner Ratio)

   No. of teachers teaching and not teaching their specializations by grade level by subject

Other modeled presentations

SDO   Quezon City – AVP of Batasan Hills NHS with Learner Status in Double Shifts

SDO   Quezon City – How do we track losses in Elementary public schools enrolment?

SDO   Taguig and Pateros - Elementary Video (Double Shifting of Classes) for upper Bicutan ES

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SDO   Pasay – Schools with the highest number of classroom-learner ratio

SDO Muntinlupa – Schools with Substandard Classroom Size

SDO Valenzuela- Teacher-Learner Ratio

SDO   Paranaque - JHS Scenario (Video) with 2 shifts

SDO   Caloocan – Present data analysis of schools having double shift and triple shift highlighting possible reasons and recommended course of actions.

HRDD and SDO Counterpart

- No. of teaching and non-teaching personnel trained for the last five years (Mass Training or TOT)- what topics
- Identification and date of training conducted (Pedagogy/ Content)
- No. of Professional Development Programs accredited by NEAP
- No. of Learning and Development for teaching and teaching-related
- No. National Qualifying Exam for School Head passers for the last three years (per SDO)
- Needs competency assessment compared to the results of school assessment (NAT, etc.)- results in Office Performance Commitment and Review last three years (SH performance), Individual Performance Commitment and Review

Quality Assurance Division and SDO Counterpart

- No. of private schools with permit (last two years)
- No. of school with recognition (last two years)
- Clear point of view cross-check across division level
- No. of private schools without permits (what the tuition level are?)
- No. of private school closures for the last three years
- Average tuition for the last three years (k-12)
- Teacher turnout (migration)
- No. of teachers teaching their specialization
- No. of teachers not teaching their specialization
- No. of Monitoring and Evaluation Tools
- Voucher Recipients (last three years)
- No. of issued Special Order (for diplomas to enter the university that they truly finish)
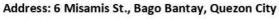
FTAD and SDO Counterpart

- Classification of schools based on School-Based Management (SBM) level- correlate with school head competency – matching school performance
- No. and classification of Technical Assistance provided (effectiveness of Regional Field Technical Assistance Team, Division Field Assistance Team (how many times if a school is not doing well, how many times was it assisted)

PERSONNEL and SDO Counterpart

- No. of filled/vacant positions teaching and teaching-related, explain excess

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- No. of full-fledged principal and vacant plantilla position
- No. of filed LOA/Travel (Official/Personal and Local/Foreign)
- No. of teachers by specialization (e.g. no. no of teacher shortage in Math, Kindergarten teacher with no specialization in Early Childhood Education Development)
- No. of ICT teachers not aligned with major per school

ESSD and SDO Counterpart

- NSBI data (New/repaired/types of buildings and classrooms)
- School-Based Feeding Program (SBFP) data by grade level
- No. of partners per DepEd NCR's Top 5 Priorities
- Water sanitation and hygiene in school data – correlation with school head performance accountability
- No. Bullying and Pregnancy Cases per school

LEGAL Unit and SDO Counterpart

- No. and type of cases filed against teachers and school leaders

CLMD and SDO Counterpart

- Learning Resources data (modules, lesson exemplars, textbooks, learning activity sheets)- data when physically arrived in school, sufficiency vs no. of learners per class
- Assessment (TOFAS, CRLA, BOSY 2023-2024, etc.)
- Joint Delivery Voucher Program (TechVoc) partners and recipients-correlate with TESDA National Certification, skill assessment for Senior High School
- No. of school calendar days and actual days attended for the last three years
- Special Curricular Programs (STEM, STE, SSES, RSHS), do they perform better in TOFAS?

ICT and SDO Counterpart

- No. of classrooms with stable internet connections (teaching-related)
- No. of functional DCP and computer lab
- No. of laptops provided for teachers
- No. of E –classroom packages
- No. of gadgets/tablets provided to learners

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