



Republic of the Philippines
Department of Education
REGION XIII (Caraga)
Jose Rosales Avenue, Butuan City



May 15, 2018

REGIONAL MEMORANDUM

No. 270 s. 2018



**WORKSHOP ON DATA MANAGEMENT AND INFORMATION
SYSTEM FOR PLANNING OFFICERS AND ITOs**

To: All Schools Division Superintendents
Other Concerned
Caraga Region

ATTENTION: Division ITOs and POs

1. Per Memorandum (DM-PFO-2018-0600) dated May 7, 2018 signed by USEC Jesus L.R. Mateo, there will be a Three Day Workshop on Data Management and Information Requirement on **May 28-30, 2018**. The Three Day activity will be held in Cagayan de Oro City **of which the venue shall be announced later**.
2. It aimed to: 1) orient ITOs and DPOs on the Official Data and Information SY 2017-2018 2) Present the Freedom of Information (FOI) and Data Privacy Act 3) orient participants on the data requirements for GESP and GJSHSP 4) update the roles and responsibilities of each level (CO, RO, SDO and schools) 5) present KPIs definitions and formulas 6) plan for the school management training.
3. Participants are required to register at <http://bit.ly/DATAMANAGEMENT2018>
4. For your information, guidance and strict compliance.
5. Please be guided accordingly.


BEATRIZ G. TORNO, Ph. D., CESO IV
Regional Director



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2018-0600

TO: DepEd ARMM Secretary
Regional Directors
Schools Division Superintendents
All Other Concerned

FROM:  **JESUS L.R. MATEO**
Undersecretary

SUBJECT: **Workshop on Data Management and Information Requirements for SY 2018-2019**

DATE: 07 May 2018

The Department has facilitated the annual collection of data on basic education statistics, and encoding of learners' profile in all public & private schools, SUCs/LUCs offering basic education, and learning centers.

Through the information systems, LIS and EBEIS, the Department ensures that data and information collected are available, accurate and reliable for effective and efficient usage in the planning and budgeting particularly in the allocation of resources and setting of operation targets.

In this regard, the Planning Service through the Education Management Information System Division (EMISD) will conduct **Workshop on Data Management and Information Requirements for SY 2018-2019** on the following indicative dates and venues:

Cluster	Regions	Date	Venue
Luzon I	I, II, III and CAR	May 21-23, 2018	Manila
Luzon II	IVA, IVB, V and NCR	May 21-23, 2018	Manila
Visayas	VI, VII, and VIII	May 23-25, 2018	Cebu City
Mindanao I	IX, XII, and ARMM	May 28-30, 2018	General Santos City
Mindanao II	X, XI, and XIII	May 28-30, 2018	Cagayan de Oro City

The following are the objectives of the workshop:

1. Overview of the Official Data and Information SY 2017-2018
2. Present the Freedom of Information (FOI) and Data Privacy Act
3. Orient the participants on the data requirements for SY 2018-2019
 - Government Elementary School Profile
 - Government Junior High School Profile

- Government Senior High School Profile
 - Private School Profile & LUCs/SUCs Profile
4. Update the Roles and Responsibilities of each level (CO, RO, SDO and Schools)
 5. Present the Key Performance Indicators (Definitions and Formula)
 6. Planning for the School Data Management Training

The following personnel are required to attend their respective workshops:

Regional Office/ Schools Division Office:

Planning Officer III
Information Technology Officer I

Attached is the Indicative Program of Activities. Participants may check in at Day 0 and the first meal to be served is dinner of the same day. Check out is until 12:00 nn of Day 2 and last meal is pm snacks of the same day.

Transportation and other incidental expenses of all participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

For coordination and further clarification, kindly contact **Mr. Ariel C. Tandingan** of EMISD-PS through telephone number (02) 638-2251 or email us at ps.emisd@deped.gov.ph.

Exact venue will be announced through an advisory. Kindly register at <http://bit.ly/DATAMANAGEMENT2018>

Please be guided accordingly. Thank you.

Data and Information Requirements for SY 2018-2019

Cluster Workshop

May 21-30, 2018

Cluster	Regions	Date	Venue
Luzon I	I, II, III and CAR	May 21-23, 2018	Manila
Luzon II	IVA, IVB, V and NCR	May 21-23, 2018	Manila
Visayas	VI, VII, and VIII	May 23-25, 2018	Bacolod City
Mindanao I	IX, XII, and ARMM	May 28-30, 2018	General Santos City
Mindanao II	X, XI, and XIII	May 28-30, 2018	Cagayan de Oro City

- Objectives:**
- 1. Overview of the Official Data and Information SY 2017-2018**
 - 2. Present the Freedom of Information (FOI) and Data Privacy Act**
 - 3. Orient the participants on the data requirements for SY 2018-2019**
 - ❖ *Government Elementary School Profile*
 - ❖ *Government Junior High School Profile*
 - ❖ *Government Senior High School Profile*
 - ❖ *Private School Profile & LUCs/SUCs Profile*
 - 4. Update the Roles and Responsibilities of each level (CO, RO, SDO and Schools)**
 - 5. Present the Key Performance Indicators (Definitions and Formula)**
 - 4. Planning for the School Data Management Training**

DAY/TIME	PROGRAM OF ACTIVITIES
Day 0	
2:00 PM onwards	Check-In of Participants
6:00 PM	Dinner
Day 1	
6:00AM-8:00AM	Breakfast
8:30AM-9:00AM	Registration
	Philippine National Anthem
	Invocation
9:01AM-9:30AM	Welcome Remarks & Presentation of Objectives
9:31- 10:00 AM	Overview of the Official Data/Information SY 2017-2018
10: 01-10:30 NN	Freedom of Information (FOI) and Data Privacy Act
10:31-10:45 AM	Coffee Break
10:46-11:30 AM	Data Requirements for SY 2018-2019
11:31-12:00 NN	Open Forum
12:00-1:30 PM	LUNCH BREAK
1:31:3:30 PM	Presentation of the following: