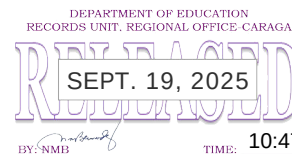




Republic of the Philippines
Department of Education
CARAGA REGION



TIME: 10:47 AM

SEPT. 19, 2025

REGIONAL MEMORANDUM

No. 0996, s. 2025

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

CONSTITUTION OF THE DEPED CARAGA REGIONAL FACTBOOK
DEVELOPMENT TEAM

1. In line with the Department of Education's commitment to evidence-based planning and decision-making, and to provide a comprehensive reference for stakeholders, a **DepEd Caraga Regional Factbook** will be developed.
2. The Regional Factbook will serve as a vital tool to:
 - a. provide a robust set of data and insights to inform strategic planning, policy formulation, and resource allocation across the region;
 - b. offer a clear overview of the regional education system's performance, including key accomplishments and challenges;
 - c. utilize historical data to project future trends in enrollment, teacher needs, and student performance, enabling proactive decision-making; and
 - d. present key information in a clear and accessible format for all stakeholders, including policymakers, school leaders, parents and community.
3. To facilitate the efficient and accurate creation of the Regional Factbook, a Regional Factbook Development Team is hereby created. The team will be responsible for the overall management of the development, including data collection, validation, analysis, and the compilation of the final document.
4. The composition of the team and their roles and functions are as follows:

Team Lead:	Marlyne M. Villareal <i>Chief ES, QAD</i>
Members	Data Collection, Cleaning, and Validation. 1. Violeta C. Nuñez, <i>Chief ES, PPRD</i> 2. Caroline L. Guerta-Dultra, <i>EPS, PPRD</i> 3. Dandee Jonathan Monton, <i>Planning Officer</i> 4. Rhea J. Yparraguirre, <i>EPS, CLMD (student performance and learning outcomes)</i> 5. Elaine N. Navarro, <i>Chief AO, Finance Division (Budget Allocation and Expenditures)</i>

	6. All RO Program, Projects and Activities (PPAs) Focal Persons
	Data Analytics 1. Kevin Hope Z. Salvaña, <i>Chief ES, CID, SDO-Butuan City</i> 2. Emmanuel S. Saga, <i>EPS, QAD (BAR 1 Reports and Office Performance Monitoring thru RMEA-PIRPA)</i> 3. Rowena C. Egay, <i>Planning Officer I, SDO-Butuan City</i> 4. Empha Grace M. Perez, <i>Statistician II</i> 5. KC M. Reyna, <i>MT-II, SDO-Butuan City</i> 6. Xe Mc Kevin C. Salvaña, <i>Teacher III, SDO-Butuan City</i>
	Content Development and Editing 1. Pedro A. Tecson, <i>AO V, ORD-PAU</i> 2. Elan M. Elpidang, <i>EPS, QAD</i> 3. Jaihra Sususco, <i>COS</i>
	Design and Layout 1. Jonathan F. Garzon, <i>EPS, FTAD</i> 2. Winston C. Eben, <i>EPS-II, PPRD</i>
	Secretariat and Logistics 1. Barbie M. Padas 2. Coniefe C. Artista

Functions of the team are the following:

- a. **Data Collection, Cleaning, and Validation** - Gathers and validates data from all relevant sources. Ensures that data is accurate, consistent, and up-to-date. Gather comprehensive historical data from various DepEd Systems (e.g. LIS, BEIS, etc.) to establish baseline metrics for enrollment, student performance, and resource distribution
- b. **Data Analytics** - Analyzes the collected data to identify trends, strengths, and areas for improvement. Transform raw data into clear and compelling visuals. Utilize predictive models to forecast future education needs and challenges.
- c. **Content Development and Editing**- works with the data analytics group to draft the content based on the identified strategic priorities, including narratives, charts, and infographics, to present the information effectively. Ensures all information is current and well-documented. Reviews and edits all content for clarity, coherence, and adherence to editorial standards. Work with Data Analytics group to check factual errors and ensure the factbook is polished and ready for publication.
- d. **Design and Layout** - Conceptualizes and creates the visual design, including graphics, charts, and layout, to make the factbook visually appealing and easy to navigate.
- e. **Secretariat and Logistics** - Manages all logistical arrangements for the team, including meeting minutes, project documentation, scheduling,

and procurement. Secures approval from the Regional Director for the printing of the Regional Factbook.

5. The team will hold its first meeting on **September 29, 2025**, at **2:00 PM** in the Data Analytics Room (adjacent to the QAD Office). Subsequent meetings and deadlines will be set during the first meeting.
6. For information and compliance.

MARIA INES C. ASUNCION
Regional Director

Encl.: NONE

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE

DATA

POLICY

QAD/mmc
09/17/2025