



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 7, 2023

REGION MEMORANDUM
PPRD-2023-007

**CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE DIVISION AND
REGIONAL PROGRAM HOLDERS IN THE INSTITUTIONALIZATION
OF PMIS IN DEPED SOCCSKSARGEN**

To: Schools Division Superintendents
Regional Functional Division Chiefs

1. This has reference to Region Memorandum PPRD No. 2023-001 regarding “PPRD 2023 Research Agenda as Mechanism in the Development of Research-Enabled Innovations,” wherein one of the research agenda to be conducted is titled, “**Institutionalization of PMIS in DepEd SOCCSKSARGEN: Level of Implementation, Challenges and Strategic Directions.**”
2. The focus of this initiative is to formulate a localized research-based intervention policy anchored on DepEd Order No. 11, s. 2021 on “Guidelines on the Operationalization of the Program Management information System” and DepEd Memorandum No. 088, s. 2022 on “Reiteration of the Strict Compliance and Institutionalization of DepEd Order No. 011, s. 2021.”
3. Generally, this study aims to formulate a data-driven strategic direction for the full institutionalization of PMIS both at the division and regional level.

Specifically, it aims to realize the following indicative research objectives:

- a. Determine the level of implementation of PMIS both at the division and regional level in terms of the following aspects: Work Financial Plan (WFP) Crafting, WFP Encoding/Uploading, Activity Request Generation, Generation of Authority to Conduct (ATC), Encoding of Accomplishments, Verification of Accomplishment Encoded in the PMIS with the QAD/SMME, and Generation of Quarterly Accomplishment Report from the PMIS.
- b. Determine if there is significant difference in the level of implementation between the program holders of SDO and RO in terms of the following aspects: Work Financial Plan (WFP) Crafting, WFP Encoding/Uploading, Activity Request Generation, Generation of Authority to Conduct (ATC), Encoding of Accomplishments, Verification of Accomplishment Encoded in the PMIS with the QAD/SMME, and Generation of Quarterly Accomplishment Report from the PMIS.
- c. Find out the internal and external factors encountered by the program holders in the full operationalization of PMIS.



Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org Email: region12@deped.gov.ph





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- d. Formulate Develop strategic directions which serve as blueprint in the institutionalization of PMIS at the division and regional level, based on the results of the study.
4. To realize this worthwhile endeavor, the following enclosures are provided to ensure efficient and effective collaboration:
- Enclosure No. 1: Research Study Timeline
 - Enclosure No. 2: Profile of the Respondents/Participants of the Study
 - Enclosure No. 3: Mechanics of the Online Survey
 - Enclosure No. 4: ToR for Regional Functional Division Offices (RFDOs)
 - Enclosure No. 5: ToR for School Division Offices (SDOs)
5. To realize the research objective on: “Finding out the internal and external factors encountered by the program holders in the full operationalization of PMIS,” a series of focus group discussions (FGDs) shall be conducted to involve selected group of participants: eight (8) Division PMIS Coordinators and nine (9) RFDs Program Holders.
6. For inquiries and clarifications, you may reach Dr. Glenn A. Bisnar, CES through glenn.bisnar@deped.gov.ph.
7. For dissemination, information, and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

References: PPRD RM 2023-001, DepEd Order No. 11, s. 2021, DepEd Memorandum No. 088, s. 2022

Allotment: C/o PPRD Allocation from ORD

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

PROGRAM

RESEARCH

GAB/PPRD/RM – CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE DIVISION AND REGION’S PROGRAM HOLDERS IN THE INSTITUTIONALIZATION OF PMIS IN DEPED SOCCSKSARGEN /006/January 07, 2023



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Enclosure 1 to Region Memorandum PPRD-2023-07:

RESEARCH STUDY TIMELINE

Phase No.	Research Activity	Indicative Timeline
1	Survey Questionnaire Formulation	1 st Week of January 2023
2	Survey Questionnaire Validation	2 nd Week of January 2023
3	Conduct of Online Survey Questionnaire to the Respondents of the Study	3 rd Week of January 2023
4	Conduct of FGD to the Participants of the Study	1 st Week of February 2023
5	Data Analysis and Interpretation	2 nd Week of February 2023
6	Firming-up of Research Study	3 rd Week of February 2023
7	Dissemination of Research Findings	4 th Week of February 2023



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Enclosure 2 to Region Memorandum PPRD-2023-007:

PROFILE OF THE RESPONDENTS/PARTICIPANTS OF THE STUDY

A. School Division Offices

School Division Offices	Number of Program Holders as Respondents of the Online Survey	Number of Participants in the FGD (Division PMIS Coordinators)
Cotabato	7	1
General Santos City	7	1
Kidapawan City	7	1
Koronadal City	7	1
Sarangani	7	1
South Cotabato	7	1
Sultan Kudarat	7	1
Tacurong City	7	1
Total	56	8

B. Regional Office

Regional Functional Divisions	Number of Program Holders as Respondents of the Online Survey	Number of Participants in the FGD
Administrative Division (AD)	3	1
Curriculum Learning Management Division (CLMD)	12	1
Education Support Services Division (ESSD)	4	1
Finance Division (FD)	1	1
Field Technical Assistance Division (FTAD)	1	1
Human Resource Development Division (HRDD)	3	1
Office of the Regional Director (ORD)	3	1
Quality Assurance Division (QAD)	2	1
Policy, Planning and Research Division (PPRD)	3	1
Total	32	9



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Enclosure 3 to Region Memorandum PPRD-2023-007:

**MECHANICS OF THE ONLINE SURVEY FOR THE RESPONDENTS
OF THE STUDY**

For efficient and effective data gathering through the online survey, all respondents, who are the **PMIS Program Holders of SDO and RO** shall do the following:

Step 1. Log-in the link: <https://bit.ly/PMIS-Institutionalization-Survey>.

Step 2. After logging-in the link, you will be coursed through the Online Survey Site entitled: ***“Institutionalization of PMIS in DepEd SOCCSKSARGEN: Level of Implementation, Challenges and Strategic Directions.”***

Step 3: Click the button that corresponds to your respective Level of Governance (SDO/RFD) and specific SDO/RFD:

School Division Offices (SDOs):

- Cotabato
- General Santos City
- Kidapawan City
- Koronadal City
- Sarangani
- South Cotabato
- Sultan Kudarat
- Tacurong City

Regional Functional Divisions (RFDs):

- Administrative Division (AD)
- Curriculum Learning Management Division (CLMD)
- Education Support Services Division (ESSD)
- Finance Division (FD)
- Field Technical Assistance Division (FTAD)
- Office of the Regional Director (ORD)
- Quality Assurance Division (QAD)
- Policy, Planning and Research Division (PPRD)

Step 4. After filling-out the online survey, click the “submit” button.



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Enclosure 4 to Region Memorandum PPRD-2023-007:

ToR for Regional Functional Division Offices (RFDOs)

Regional Functional Division Offices	Terms of Reference
Office of the Regional Director	<ul style="list-style-type: none">• Provides general directions of this research undertaking.• Facilitates the conduct of this research survey through ICTU.
Policy, Planning & Research Division (PPRD)	<ul style="list-style-type: none">• Firms-up the details of the research study.• Takes charge in the validation and finalization of the online research survey questionnaire.• Manages the completion of the research project by coming up with a research-based strategic directions.• Leads in the formulation of the policy component of the research project.
Curriculum Learning Management Division (CLMD)	<ul style="list-style-type: none">• Ensures alignment of the research-based intervention program with the region's strategic directions on quality.• Provides technical support in the validation of the survey questionnaire to be used.
Human Resource Development Division (HRDD)	<ul style="list-style-type: none">• Provides TA in the development of training modules based on the research findings.• Provides support in the training component of the intervention for division and region's program holders.
Quality Assurance Division (QAD)	<ul style="list-style-type: none">• Quality assures the region memorandum of the Online Survey Questionnaire and relevant issuances.• Conduct M&E on the varied phases of the proposed research-based intervention program as major output of the study.
Field Technical Assistance (FTAD)	<ul style="list-style-type: none">• Takes charge in providing technical assistance mechanisms at all governance levels.• Documents innovative and best practices of this research-based project to form part the Knowledge Management System of the region.• Provides technical support in the validation of the survey questionnaire to be used.
Administrative Division (AD)	<ul style="list-style-type: none">• Takes charge in the administrative aspects of the research project.
Finance Division	<ul style="list-style-type: none">• Provides TA in the financial component of the research
Education Support Services Division (ESSD)	<ul style="list-style-type: none">• Provides educational support services in the effective implementation of the project.



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Enclosure 5 to Region Memorandum PPRD-2023-007:

ToR for School Division Offices (SDOs)

SDOs Functional Division Offices	Terms of Reference
Office of the SDS	<ul style="list-style-type: none">• Provides overall directions of this online research undertaking at the division level.• Ensures effective support mechanisms of the proposed research-based intervention as the major output of the research project.• Directs the maximum involvement of the ITO in this undertaking by letting them perform the tasks mentioned below:
	<ul style="list-style-type: none">• Information Technology Officer (ITO):<ul style="list-style-type: none">- Facilitates the conduct of this undertaking by connecting closely with the administrators of the Annex Schools to ensure maximum response from the respondents.- Collaborates closely with the DPO & SEPS for Planning & Research.
Schools Governance Operation Division (SGOD)	<ul style="list-style-type: none">• Takes charge in monitoring the wide dissemination of this online survey among administrators of Annex Schools.• Participates actively in the FGD.• Facilitates maximum participation of the following personnel under his/her own supervision to take the lead in this endeavor:
	<ul style="list-style-type: none">• Division Planning Officer (DPO):<ul style="list-style-type: none">- Ensures that the link for the survey is well disseminated to all respondents under his/her jurisdiction.- Provides technical assistance to respondents that need special support especially those which are in far flung areas.- Provides status updates to SGOD Chiefs as regards compliance of the concerned respondents.- Disaggregates data as basis in planning and programming.- Collaborates closely with the ITO and SEPS for Planning & Research for successful conduct of this undertaking.
	<ul style="list-style-type: none">• SEPS for Planning & Research (PR):<ul style="list-style-type: none">- Coordinates with the concerned respondents and participants to actively participate in the Online Survey and/or Online FGD.



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	<ul style="list-style-type: none">- Facilitates the harvesting, consolidation, processing of the data gathered within the context of the research agendum.- Collaborates closely with the ITO and PO to ensure the implementation of the intervention from this research undertaking.- Disseminates the results of the research undertaking in varied fora to inform stakeholders and decision makers.
Curriculum Implementation Division (CID)	<ul style="list-style-type: none">• Takes charge in ensuring that all respondents can participate in this online research survey in partnership with all the concerned PSDSs.• Leads in formulating contextualized mechanisms for effective implementation of the major output of this research undertaking.



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