



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

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January 20, 2023

REGION MEMORANDUM  
PPRD-2023-010

**CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE RESEARCH STUDY  
ON THE CURRENT STATUS OF LAST MILE SCHOOLS  
IN 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 undertaken for Quarter 2 of FY 2023 is entitled, “**SOCCSKSARGEN Last Mile Schools: Problems, Potentialities and Prospects.**”

1. This research undertaking is in line with the Policy, Planning & Research Division (PPRD) Operational Manual (OM) 2022, particularly on Policy Development Process with focus on the sub-processes on: “Policy Implementation and Review,” which is anchored on “One DepEd, One QMS” strategic direction of DepEd CO.

2. The focus of this initiative is to formulate a localized research-based intervention policy focused on DepEd Memorandum No. 059, s. 2019 on “Prioritizing the Development of the Last Mile Schools in 2020-2021: Reaching out and Closing the Gap.”

3. Generally, this study aims to develop an Intervention Mechanism based on the results of the study among Last Mile Schools.

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

5.a Find out profile of Last Mile schools of SOCCSKSARGEN Region in terms of the following: Number of teaching and non-teaching staff; and KPIs: Enrolment Rate, Drop-out Rate, Graduation Rate, Promotion Rate, Completion Rate, Transition Rate, Retention Rate.

5.b Ascertain status of Last Mile Schools based on standard qualifications.

5.c Determine the severity of common problems encountered by last mile schools in terms of the following aspects: Infrastructure Development, Administrative Support Services, ICT Support Services, Health Support Services, Financial Support Services, Human Resource Development Services, Instructional Materials Support Services, and Partnership and Linkages.



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- 5.d Identify facilitating and hindering factors that affect delivery of basic education among Last Mile Schools.
- 5.e Formulate intervention mechanisms to help improve Last Mile Schools in the delivery of basic education services to their clientele.
5. To realize this worthwhile endeavor, Research Study Timeline, Profile of Respondents/Participants, Mechanics of the Online Survey and Terms of References (ToRs) are provided to ensure efficient and effective collaboration towards the realization of this research undertaking. See the following enclosures for your references:
- Enclosure No. 1: Research Study Timeline
  - Enclosure No. 2: Profile of the Respondents/Participants of the Study
  - Enclosure No. 3: Mechanics of the Online Validation of Survey Questionnaire
  - Enclosure No. 4: Mechanics of the Online Survey for the Respondents of the Study
  - Enclosure No. 5: Terms of Reference (ToR) for Regional Functional Division Offices (RFDOs)
  - Enclosure No. 6: Terms of Reference (ToR) for School Division Offices (SDOs)
6. To realize the research objective on: “Identifying facilitating and hindering factors that affect delivery of basic education among Last Mile Schools,” a series of focus group discussions (FGDs) shall be conducted to involve selected group of participants who are eight (8) Last Mile School Heads and eight (8) Division Focal Persons of Last Mile Schools.
7. For inquiries and clarifications, you may reach Dr. Glenn A. Bisnar, CES through [glenn.bisnar@deped.gov.ph](mailto:glenn.bisnar@deped.gov.ph).
8. For dissemination, information, and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
*Director IV*

*Enclosure: As stated*

*References: PPRD RM 2023-001; DepEd Memorandum No. 059, s. 2019*

*Allotment: C/o PPRD Allocation from ORD*

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

*PROGRAM*

*RESEARCH*

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GAB/PPRD/RM – CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE RESEARCH STUDY ON THE CURRENT STATUS OF LAST MILE SCHOOLS IN SOCCSKSARGEN/012/January 20, 2023



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*Enclosure 1 to Region Memorandum PPRD-2023-010*

**RESEARCH STUDY TIMELINE**

<b>Phase No.</b>	<b>Research Activity</b>	<b>Indicative Timeline</b>
1	Survey Questionnaire Formulation	2 <sup>nd</sup> to 3 <sup>rd</sup> Week of January 2023
2	Survey Questionnaire Validation	3 <sup>rd</sup> to 4 <sup>th</sup> Week of January 2023
3	Conduct of Online Survey Questionnaire to the Respondents of the Study	February – March 2023
4	Conduct of FGD to the Participants of the Study	April 2023
5	Data Analysis and Interpretation	May 2023
6	Firming-up of Research Study	June 2023
7	Dissemination of Research Findings	July 2023



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*Enclosure 2 to Region Memorandum PPRD-2023-010*

**PROFILE OF THE RESPONDENTS/PARTICIPANTS OF THE STUDY**

School Division Offices	Number of Administrators of Last Mile Schools as Respondents of the Online Survey	Number of Participants in the FGD (Division Engineers/ School Facilities Coordinators)
Regional Office Engineer	-	1
Cotabato	40	1
General Santos City	4	1
Kidapawan City	2	1
Koronadal City	4	1
Sarangani	23	1
South Cotabato	13	1
Sultan Kudarat	27	1
Tacurong City	1	1
<b>Total</b>	<b>114</b>	<b>9</b>



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Enclosure 3 to Region Memorandum PPRD-2023-010

**MECHANICS OF THE ONLINE VALIDATION OF SURVEY QUESTIONNAIRE**

A. The following Region and Division Engineers/Physical Facilities Coordinators shall serve as validators of the survey questionnaire:

<b>RO/SDOs</b>	<b>Region and Division Engineers/Physical Facilities Coordinators</b>
Regional Office	Elgene Dequilla, Engr. III
Cotabato	Nemesio Jaromay, Engr. III Ma.Nora De Leon, Engr. III Cesar Baldo, Engr. III
General Santos City	Everlindo Limen, Engr. III Nerson Basco, Engr. II
Kidapawan City	Yousop Lintungan, Engr. I
Koronadal City	Gina Esimos, Engr. III
Sarangani	Kathrine Faith Asturias, Engr. III Edgar De Vera, Engr. III
South Cotabato	Monica Doctolero, Engr. I Ronald Panimbatan, Engr. III Regie Doronio, Engr. III
Sultan Kudarat	Glenn Vego, Engr. III Catherine Bernaldez, Engr. III
Tacurong City	Oliver Godoy, Engr. III Keiff Bedia, Engr. II

B. For efficient and effective Validation of the *Survey Questionnaire* the following validators, who are the **Region & Division Engineers/Facilities Coordinators** shall do the following:

Step 1. Log-in the link: <https://bit.ly/Last-Mile-Validation>.

Step 2. After logging-in the link, you will be coursed through the Online Validation Survey Site entitled: **“SOCCSKSARGEN Last Mile Schools: Problems, Potentialities and Prospects.”** Read thoroughly the general directions provided for.

Step 3: Click the button that corresponds to your respective office:

- Regional Office
- Cotabato
- General Santos City
- Kidapawan City
- Koronadal City
- Sarangani



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- South Cotabato
- Sultan Kudarat
- Tacurong City

Step 4. In the link, read thoroughly the following documents, which you will use in the validation process:

- Survey Questionnaire on **“SOCCSKSARGEN Last Mile Schools: Problems, Potentialities and Prospects”** – document to be validated.
- Validation Tool to be used in validating the Survey Questionnaire – to be filled-out by the validators.

Step 5: After filling-out the Online Validation of Survey Questionnaire, click the “submit” button.

*Note: In case of some queries, contact **Ulysses S. Laruya** – research proponent, through his email address: [ulysses.laruya@deped.gov.ph](mailto:ulysses.laruya@deped.gov.ph).*



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*Enclosure 4 to Region Memorandum PPRD-2023-010*

**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 **Administrators of Last Mile Schools** shall do the following:

Step 1. Log-in the link: (To be issued latter through a Regional Memorandum.)

Step 2. After logging-in the link, you will be coursed through the Online Survey Site entitled: **“SOCCSKSARGEN Last Mile Schools: Problems, Potentialities and Prospects.”** Read thoroughly the general directions provided for.

Step 3: Click the button that corresponds to your respective office:

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

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

**Note:** *In case of some queries, contact **Ulysses S. Laruya** – research proponent, through his email address: [ulysses.laruya@deped.gov.ph](mailto:ulysses.laruya@deped.gov.ph).*



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Enclosure 5 to Region Memorandum PPRD-2023-010

**ToR FOR REGIONAL FUNCTIONAL DIVISION OFFICES (RFDOs)**

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



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Enclosure 6 to Region Memorandum PPRD-2023-010

**ToR for School Division Offices (SDOs)**

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



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

