



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 21, 2023

REGION MEMORANDUM
PPRD-2023-018

**ONLINE SURVEY QUESTIONNAIRE FOR THE RESEARCH STUDY
ON DEVELOPMENT OF INTERVENTION MECHANISMS
FOR SCHOOL LIS-BEIS COORDINATORS**

To: Schools Division Superintendents

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 which has original title of ***Common Issues, Innovations, and School-Based Interventions of Schools’ LIS Coordinators on Data Management: Basis for the Development of Capability Enhancement Program.***
2. For alignment purposes, such research agendum is revised to: ***School LIS-BEIS Coordinator’s Competence and Division Innovations on Data Management: Basis for Development of Intervention Mechanisms.***
3. 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.
4. The focus of this initiative is to formulate a localized research-based intervention policy focused on the following guidelines of DepEd Central Office:
 - 4.a DepEd Order No. 32, s. 2018: Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System
 - 4.b Memorandum dated June 6, 2019: ICTS-User Support Division Helpdesk Process.
5. Generally, this study aims to develop intervention mechanisms to further capacitate the schools’ LIS-BEIS coordinators on efficient and effective data management of basic education inputs. Specifically, it aims to realize the following indicative research objectives:
 - 5.a Determine the school’s LIS-BEIS coordinators’ competence and efficiency in managing LIS-BEIS issues and concerns in terms of processing the following service requests: Request Form (RF)01 – LRN Merging, Request Form (RF) 02 – LRN Reactivation, Request Form (RF) 03 – Enrolment with



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Data Issues, Request Form (RF) 04 – Unmerging of LRN, Request Form (RF) 05 – UAMS and/or Reopening and Closing of Schools, Request Form (RF) 06 – Merging of School ID, Request Form (RF) 07 – Reopening of School Enrolment and EOSY Finalization, Request Form (RF) 08 – Transfer Related Issues, Request Form (RF) 09 – Unenrollment of Learner, and Incident Report.

5.b Find out if there is significant difference in the level of competence and efficiency on data management among school's LIS/BEIS Coordinators in terms of type of school: Elementary, Secondary, and Integrated School.

5.c Identify facilitating and hindering factors that affect effective data management in the LIS/BEIS.

5.d Ascertain division innovations on data management as initiated by Division Planning Officers (DPOs) and coordinators vis-à-vis LIS/BEIS-related issues and concerns.

5.e Develop intervention mechanisms to further improve LIS/BEIS school coordinators' competence on data management, based on the results of the study.

6. To fully realize this worthwhile endeavor, innovative strategies were firmed-up to ensure that the study would be undertaken within the target timelines and effective collaboration with education stakeholders would be maximized. 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)

7. To realize the research objective on: "Identifying facilitating and hindering factors that affect effective data management in the LIS/BEIS," a series of focus group discussions (FGDs) shall be conducted to involve selected group of participants who are eight school LIS/BEIS Coordinators and eight DPOs.

8. For inquiries and clarifications, you may reach Dr. Glenn A. Bisnar, CES through glenn.bisnar@deped.gov.ph.

9. For dissemination, information, and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV



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Enclosure: As stated

References: PPRD RM 2023-001; DepEd Order No. 32, s. 2018, Memorandum dated June 6, 2019: ICTS-User Support Division Helpdesk Process

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 RESEARCH STUDY ON DEVELOPMENT OF INTERVENTION MECHANISMS FOR SCHOOL LIS-BEIS COORDINATORS
017/February 21, 2023*



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Enclosure 1 to Region Memorandum PPRD-2023-018

RESEARCH STUDY TIMELINE

Phase No.	Research Activity	Indicative Timeline
1	Survey Questionnaire Formulation	2 nd to 3 rd Week of January 2023
2	Survey Questionnaire Validation	3 rd to 4 th Week of February 2023
3	Conduct of Online Survey Questionnaire to the Respondents of the Study	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-2023-018

PROFILE OF THE RESPONDENTS/PARTICIPANTS OF THE STUDY

School Division Offices	Number of Respondents (School LIS/BEIS Coordinators) of the Study for the Online Survey			Number of Participants for the FGD	
	Elementary	Secondary	Integrated School	School LIS/BEIS Coord.	DPOs
Cotabato	577	191	3	1	1
General Santos City	76	26	1	1	1
Kidapawan City	58	26	9	1	1
Koronadal City	45	8	0	1	1
Sarangani	286	36	95	1	1
South Cotabato	313	121	54	1	1
Sultan Kudarat	344	52	44	1	1
Tacurong City	24	7	1	1	1
Total	1,723	467	207	8	8



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Enclosure 3 to Region Memorandum PPRD-2023-018

MECHANICS OF THE ONLINE VALIDATION OF SURVEY QUESTIONNAIRE

A. The following DPOs shall serve as validators of the survey questionnaire:

RO/SDOs	Division Planning Officers (DPOs)
Cotabato	Karen B. Barrato
General Santos City	Melijo Anthony I. Chan
Kidapawan City	Rizalein M. Paciencia
Koronadal City	Rolex H. Lotilla
Sarangani	Bualan Y. Abid, Jr.
South Cotabato	Mark Jefferson Montano
Sultan Kudarat	Dr. Baipina Balubugan
Tacurong City	Alejandro Reginaldo

B. For efficient and effective Validation of the *Survey Questionnaire* the following validators, who are the **DPOs** shall do the following:

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

Step 2. After logging-in the link, you will be coursed through the Online Validation Survey Site entitled: **“School LIS-BEIS Coordinator’s Competence and Division’s Innovations on Data Management: Basis for Development of Intervention Mechanisms.”** Read thoroughly the general directions provided for.

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

- Cotabato
- General Santos City
- Kidapawan City
- Koronadal City
- Sarangani
- 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 **“School LIS-BEIS Coordinator’s Competence and Division’s Innovations on Data Management: Basis for Development of Intervention Mechanisms”** – document to be validated.
- Validation Tool to be used in validating the Survey Questionnaire – to be filled-out by the validators.



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

*Note: In case of some queries, contact **Reynaldo S. Gallardo** – research proponent, through his email address: reynaldo.gallardo@deped.gov.ph.*



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Enclosure 4 to Region Memorandum PPRD-2023-018

**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 **School LIS/BEIS Coordinators** 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: **“School LIS-BEIS Coordinator’s Competence and Division’s Innovations on Data Management: Basis for Development of Intervention Mechanisms.”** 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 **Reynaldo S. Gallardo** – research proponent, through his email address: reynaldo.gallardo@deped.gov.ph.*



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Enclosure 5 to Region Memorandum PPRD-2023-018

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 Learning and Development intervention.• 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 Last Mile School Administrators.
Quality Assurance Division (QAD)	<ul style="list-style-type: none">• Quality assures the region memorandum of the Online Survey Questionnaire and relevant issuances.• Conducts 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 6 to PPRD Region Memorandum No. 018, s. 2023

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 Last Mile School Administrators to ensure maximum response from the respondents. - Collaborates closely with the SEPS for Planning & Research.
School Governance Operations Division (SGOD)	<ul style="list-style-type: none"> • Takes charge in monitoring the wide dissemination of this online survey among Last Mile School Administrators. • Ensures maximum participation of Division School Facilities Coordinators actively in the FGD. • Facilitates maximum participation of the concerned 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 Chief 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 and 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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