



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

---

March 20, 2023

REGION MEMORANDUM  
PPRD-2023-026

**ADDENDUM TO REGION MEMORANDUM PPRD-2023-18**

To: Schools Division Superintendents

1. This has reference to Region Memorandum PPRD No. 2023-018 regarding **Conduct of Online Survey Questionnaire for the Research Study on Development of Intervention Mechanisms for School LIS-BEIS Coordinators.**

2. This is to reiterate that 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. Hence, the focus of this research initiative is to conduct a review in the implementation of the following policy guidelines:

2.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

2.b Memorandum dated June 6, 2019: ICTS-User Support Division Helpdesk Process.

3. 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.

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

4.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 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.

4.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.



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





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

---

- 4.c Identify facilitating and hindering factors that affect effective data management in the LIS/BEIS.
- 4.d Ascertain division's innovations on data management as initiated by Division Planning Officers (DPOs) and coordinators vis-à-vis LIS/BEIS-related issues and concerns.
- 4.e Develop intervention mechanisms to further improve LIS/BEIS school coordinators' competence on data management, based on the results of the study.
5. To realize this worthwhile endeavor, the following enclosures are hereby provided for your references:
- Enclosure 1: Summary of Validation Results of the Survey Questionnaire
  - Enclosure 2: Adjusted Research Study Timeline
  - Enclosure 3: Profile of the Respondents and Participants of the Study
  - Enclosure 4: Firmed-up Mechanics of the Online Survey for the Respondents of the Study
6. All other information cited in Region Memorandum PPRD-2023-18 are still enforced; hence, all SEPS for Planning and Research are hereby directed to utilize these references in the monitoring and evaluation for the full realization of this research undertaking.
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: Region Memorandum PPRD No. 2023-018; 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 – ADDENDUM TO REGION MEMORANDUM PPRD-2023-18/026/March 20, 2023

---



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





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

Enclosure 1 to Region Memorandum-PPRD-2023-026

**SUMMARY OF VALIDATION RESULTS OF THE SURVEY QUESTIONNAIRE**

No.	Indicators	Weighted Mean N=117	Description
<b>A.</b>	<b>Usability</b>		
1	The questionnaire is easy to fill-out with clear instructions.	3.68	Very Good
2	The questionnaire includes necessary information.	3.66	Very Good
3	The questionnaire is user friendly.	3.73	Very Good
<b>Average</b>		<b>3.69</b>	<b>Very Good</b>
<b>B</b>	<b>Correct Usage &amp; Grammar</b>		
1	The questionnaire observes correct spelling and punctuation marks.	3.72	Very Good
2	There is appropriateness of terms used.	3.75	Very Good
3	It is free from any grammatical error/s.	3.73	Very Good
<b>Average</b>		<b>3.73</b>	<b>Very Good</b>
<b>C.</b>	<b>Alignment &amp; Adequacy of Indicators per Component</b>		
1.	There is alignment of all indicators per component.	3.65	Very Good
2.	The indicator is distinctly different compared to other indicators per component.	3.60	Very Good
3.	The indicators per component are adequate to capture the overall aspect of certain area being evaluated.	3.62	Very Good
<b>Average</b>		<b>3.62</b>	<b>Very Good</b>
<b>Overall Mean</b>		<b>3.68</b>	<b>Very Good</b>

**Legend:**

Range	Description	Interpretation
1.0 – 1.75	Needs Improvement	The indicator needs major revision in line with the recommendation provided vis-a-vis major components.
1.76-2.50	Fair	The indicator needs minor revision in line with the recommendation provided vis-a-vis major components.
2.51-3.25	Good	The indicator is generally good and well-aligned to its major components but needs to incorporate all recommendations before the tool shall be administered.
3.26-4.0	Very Good	The indicator is generally very good and very well-aligned to its major components; hence, it can be readily administered.



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





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

*Enclosure 2 to Region Memorandum-PPRD-2023-026*

**ADJUSTED RESEARCH STUDY TIMELINE**

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



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





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

Enclosure 3 to Region Memorandum-PPRD-2023-026

**PROFILE OF THE RESPONDENTS AND 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	Selected 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
<b>Total</b>	<b>1,723</b>	<b>467</b>	<b>207</b>	<b>8</b>	<b>8</b>



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





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

---

*Enclosure 4 to Region Memorandum-PPRD-2023-026*

**FIRMED-UP 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's LIS-BEIS Coordinators** shall do the following:

Step 1. Log-in the link: <https://bit.ly/LIS-BEIS-SURVEY>.

Step 2. After logging-in the link, you will be coursed through the Online Survey Site entitled: “**Development of Intervention Mechanisms for School LIS-BEIS Coordinators.**” 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. 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](mailto:reynaldo.gallardo@deped.gov.ph).*



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

