



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 12, 2024

REGION MEMORANDUM
PPRD-2024-007

**CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE IU'S PLANNING
TEAM IN PREPARATION FOR THE INSTITUTIONALIZATION
OF PMIS AT THE SCHOOL LEVEL**

To: Schools Division Superintendents

1. This has reference to Region Memorandum PPRD-2024-006 regarding “Dissemination of PPRD FY 2024 Policy Research Review Agenda as a Mechanism for CO Recommendation & Development of Research-enabled Innovations,” wherein one of the research agenda to be conducted is entitled, **“A Proposed Needs-Based Training Program on PMIS Institutionalization for Implementing Units (IUs) of SOCCSKSRAGEN Region.”**
2. This research undertaking is in line with the Policy, Planning & Research Division (PPRD) Operations Manual (OM) 2023, 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.
3. 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.
4. Generally, this study aims to formulate a data-driven strategic direction for the full institutionalization of PMIS both at the division and regional level.
5. Specifically, it aims to realize the following indicative research objectives:
 - a. Determine the level of understanding among school heads and members of the planning team towards the full institutionalization of PMIS 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 understanding between the school heads and members of the planning team 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.



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- c. Find out the potential internal and external factors that would affect in the full institutionalization of PMIS among IU schools.
- d. Formulate ‘Needs-Based Training Program on PMIS Institutionalization for Implementing Units (IUs) of SOCCSKSRAGEN Region,’ based on the results of the study.
6. 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 attached 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 Survey
Enclosure No. 4: ToR for Regional Functional Division Offices (RFDOs)
Enclosure No. 5: ToR for School Division Offices (SDOs)
7. To realize the research objective on: “**Finding out the potential internal and external factors that would affect in the full institutionalization of PMIS among IU schools,**” a series of focus group discussions (FGDs) shall be conducted to involve selected group of participants who are groups of school heads and members of the school’s planning team from the eight (8) Divisions.
8. For inquiries and clarifications, you may reach Dr. Glenn A. Bisnar, CES through glenn.bisnar@deped.gov.ph and Lovely Z. Ramos, AO II through lovely.ramos@deped.gov.ph.
9. For dissemination, information, and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: Encl. Nos. 1-5

References: PPRD RM 2024-006, DO No. 11, s. 2021, DM 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 IU'S PLANNING TEAM IN PREPARATION FOR THE INSTITUTIONALIZATION OF PMIS AT THE SCHOOL LEVEL /008/January 12, 2024



Address: 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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Enclosure 1 to Region Memorandum PPRD-2024-007:

RESEARCH STUDY TIMELINE

| Phase No. | Research Activity | Indicative Timeline |
|------------------|--|---|
| 1 | Survey Questionnaire Finalization | 3 rd Week of January 2024 |
| 2 | Conduct of Online Survey Questionnaire to the Respondents of the Study | 4 th Week of January 2024 to 2 nd Week of February 2024 |
| 3 | Conduct of FGD to the Participants of the Study | 3 rd Week of February 2024 |
| 4 | Data Analysis and Interpretation | 4 th Week of February 2024 |
| 5 | Firming-up of Research Study | 1 st Week of March 2024 |
| 6 | Dissemination of Research Findings | 2 nd Week of March 2024 |



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Enclosure 2 to Region Memorandum PPRD-2024-007

PROFILE OF THE RESPONDENTS/PARTICIPANTS OF THE STUDY

| School Division Offices | Number of SHs of IUs as Respondents of the Online Survey | Number of Members of School Planning Team (SPT) of IUs as Respondents of the Online Survey | Number of Participants in the FGD (Select SHs & Members of SPT) |
|-------------------------|--|--|---|
| Cotabato | | | 2 |
| Gen. Santos City | | | 2 |
| Kidapawan City | | | 2 |
| Koronadal City | | | 2 |
| Sarangani | | | 2 |
| South Cotabato | | | 2 |
| Sultan Kudarat | | | 2 |
| Tacurong City | | | 2 |
| Total | | | 16 |



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Enclosure 3 to Region Memorandum PPRD-2024-007

**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 **School Heads and Members of SPT** shall do the following:

Step 1. Log-in the link:_____.

Step 2. After logging-in the link, you will be coursed through the Online Survey Site entitled: **“PMIS Institutionalization of Implementing Units (IUs) of SOCCSKSRAGEN Region.”**

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

- 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.



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Enclosure 4 to Region Memorandum PPRD-2024-007

ToR for Regional Functional Division Offices (RFDOs)

| Regional Functional Division Offices | Terms of Reference (ToR) |
|---|--|
| Office of the Regional Director / Assistant 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 finalization of the online research survey questionnaire.• Manages the completion of the research project by coming up with a research-based needs-based training program.• Leads in the formulation of the policy component of the research-based intervention program. |
| 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 finalization of the survey questionnaire to be used. |
| Human Resource Development Division (HRDD) | <ul style="list-style-type: none">• Provides TA in the development of Learning & Development (L&D) Training Modules based on the research findings.• Provides support in the training component of the intervention for school heads and SPT members of IU schools. |
| 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 finalization 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 undertaking. |
| Education Support Services Division (ESSD) | <ul style="list-style-type: none">• Provides educational support services in the effective implementation of the research-based L&D Program. |



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Enclosure 5 to Region Memorandum PPRD-2024-007

ToR for School Division Offices (SDOs)

| SDOs Functional Division Offices | Terms of Reference (ToR) |
|---|--|
| Office of the SDS/ASDS | <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 school heads and SPT members of IU schools. • 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. • 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. |