June 14, 2024

REGION MEMORANDUM
PPRD-2024-038

POLICY GUIDELINES OF PROJECT ETM-MISO: EFFECTIVE TRACKING MECHANISM OF MANAGEMENT INFORMATION SYSTEM (MIS) OUTPUTS

To: Schools Division Superintendents

1.   This has reference to Region Memorandum PPRD-2024-034 re **PPRD 2024 Innovation Programs and Projects** issued on June 7, 2024, which is in support to the implementation of DepEd Memorandum DM-OUHROD-2024-0586 re Interim Guidelines for the Office Performance Planning and Assessment for FY 2024 Onwards.

2.   In the recalibrated Office Performance Commitment Review Form (OPCRF) FY 2024 of Policy, Planning and Research Division (PPRD) under Part I-B: Innovating and Intervening Accomplishment, it has come up with appropriate objective vis-à-vis the Key Result Area (KRA) on *Regional Education Planning and Data Management*, to wit: **"Established Tracking Systems of Management Information System (MIS) outputs of BEIS, LIS & NSBI."**

3.   To inform its partners and stakeholders who are Chiefs of the Regional Functional Division Offices (QAD, CLMD, ORD) and School Division Offices (DPOs) in the operationalization of this PPRD 2024 Innovation Program particularly the **"PROJECT ETM-MISO: Effective Tracking Mechanism of Management Information System (MIS) Outputs,"** this policy guideline is hereby disseminated.

4.   The overarching goal of this innovation is geared towards effective, efficient, and sustainable data management system at PPRD. Specifically, it aims to:

   a. facilitate efficient processing of all BEIS (Basic Education Information System) operations such as: establishment of new schools (issuance of school ID), separation of annex school from mother school, conversion of elementary school to Integrated School, renaming of school, temporary closure of school, re-opening of school, and additional Senior High School (SHS) offering;

   b. generate enrolment data of mainstream classes and ALS (enrolment, CLCs, teachers and partners) from LIS (Learner Information System) as inputs to the Region Profile; and

   c. generate updated instructional rooms from NSBI (National School Building Inventory) as inputs to the Region Profile.

5.   Attached is Enclosure 1: Policy Guidelines of PROJECT ETM-MISO - Effective Tracking Mechanism of Management Information System (MIS) Outputs.

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

6.   For further inquiries, contact Dr. Glenn A. Bisnar – PPRD Chief at glenn.bisnar@deped.gov.ph or Reynaldo S. Gallardo at reynaldo.gallardo@deped.gov.ph.

7.   For information and reference of all concerned.

CARLITO D. ROCAFORT
Director IV

Enclosure: As stated
Reference: Region Memorandum PPRD-2024-034; DepEd Memorandum DM-OUHROD-2024-0586
Allotment: None
To be indicated in the Perpetual Index under the following Subjects:
          POLICY   GUIDELINES   PROGRAM

GAB/PPRD/RM – POLICY GUIDELINES OF PROJECT ETM-MISO: Effective Tracking Mechanism of Management Information System (MIS) Outputs*/040/June 14, 2024*

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Enclosure 1 to Region Memorandum PPRD-2024-038

POLICY GUIDELINES OF PROJECT ETM-MISO: EFFECTIVE TRACKING MECHANISM OF MANAGEMENT INFORMATION SYSTEM (MIS) OUTPUTS

I. Innovation Contacts

Name	Position	Roles/ Responsibilities in the Innovation	Email
Reynaldo S. Gallardo	PO III	Proponent	reynaldo.gallardo@deped.gov.ph
Dr. Glenn A. Bisnar	Chief Education Supervisor	Consultant	glenn.bisnara@deped.gov.ph

II. Innovation Summary

In its quest to further intensify efficient, effective, and sustainable data management vis-à-vis maximization and tracking, organizing, and preservation of data outputs from Management Information System (MIS) through operationalization of Basic Education Information System (BEIS), Learner Information System (LIS), and National School Building Inventory (NSBI), the PPRD has instituted an innovation in line with this endeavor. It is dubbed as **Project ETM-MISO** or **Effective Tracking Mechanism of Management Information System (MIS) Outputs.**

The Tracking Mechanism shall focus on the of MIS outputs of the following systems: Basic Education Information System (BEIS); Learner Information System (LIS), and National School Building Inventory (NSBI).

Aligned to its QMS process on Data Management particularly on Management Information System (MIS), this innovation would systematically organize the varied outputs from the system geared towards fostering the following guiding principles:

- **Effective** data management contributory to the achievement of office targets and strategic objectives;

- **Efficient** data management in terms of timely processing of deliverables and cost efficient in terms of utilization of resources and efforts; and

- **Sustainable** data management in terms of complying the changing needs, standards of the QMS as well as compliance with statutory and regulatory requirements.

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

A. Purpose of the Innovation

The overarching goal of this innovation is geared towards effective, efficient, and sustainable data management system at PPRD. Specifically, it aims to:

a. facilitate efficient processing of all BEIS (Basic Education Information System) operations such as: establishment of new schools (issuance of school ID), separation of annex school from mother school, conversion of elementary school to Integrated School, renaming of school, temporary closure of school, re-opening of school, and additional Senior High School (SHS) offering;

b. generate enrolment data of mainstream classes and ALS (enrolment, CLCs, teachers and partners) from LIS (Learner Information System) as inputs to the Region Profile; and

c. generate updated instructional rooms from NSBI (National School Building Inventory) as inputs to the Region Profile.

B. Innovation Major Outputs

To be able to comply major outputs of the following MIS:

B.1 Basic Education Information System (BEIS) - Confirmation letter from DepEd CO Planning Service on the following operations:
- Establishment of new schools (Issuance of school ID
- Separation of annex school from mother school:
- Conversion of elementary school to Integrated School:
- Renaming of school:
- Temporary closure of school:
- Re-opening of school:
- Additional Senior High School (SHS) offering:

B.2 Learner Information System (LIS): Enrolment data of mainstream classes and ALS (enrolment, CLCs, teachers and partners) from LIS (Learner Information System) as inputs to the Region Profile

B.3 National School Building Inventory (NSBI): Updated instructional rooms as inputs to the Region Profile

C. Innovation Process

This innovation shall operationalize the MIS on BEIS, LIS and NSBI through clear processes and activity, as shown on the table below:

MIS	Process/ Activity
BEIS	* **Establishment of New School:** • Receive approved documents from QAD

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Email: region12@deped.gov.ph

	• Create School ID in the EBEIS • Endorse the approved School ID to CO-EMISD *** Conversion of ES to IS** • Receive approved documents from QAD • Convert ES to IS in the EBEIS • Endorse the approved conversion of ES to IS to CO-EMISD *** Renaming of School** • Receive approved documents from QAD • Rename school in the EBEIS • Endorse the approved Renaming of School to CO-EMISD *** Reopening of School** • Receive approved documents from QAD • Reopen school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD *** Temporary / Closing of School** • Receive approved documents from QAD • Close school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD *** Requesting for Additional SHS Offering** • Receive approved documents from QAD (Private School) / CLMD (Public School) • Add SHS offering in the EBEIS *** Separation of Annex School from Mother School** • Receive approved documents from QAD • Input separation of Annex School from Mother School in the EBEIS • Endorse the approved separation of Annex School from Mother School in the EBEIS
LIS	• Generate report on enrollment (BOSY / EOSY) • Input in the Region Profile
NSBI	• Generate report on school building (BOSY / EOSY) • Input in the Region Profile

D. Responsible Persons

The following table indicates the accountable office and personnel per MIS system vis-à-vis processes and activities:

MIS	Process/ Activity	Accountable Office and Personnel
BEIS	*** Establishment of New School:**	

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	• Receive approved documents from QAD • Create School ID in the EBEIS • Endorse the approved School ID to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD
	* Conversion of ES to IS • Receive approved documents from QAD • Convert ES to IS in the EBEIS • Endorse the approved conversion of ES to IS to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD
	* Renaming of School • Receive approved documents from QAD • Rename school in the EBEIS • Endorse the approved Renaming of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD
	* Reopening of School • Receive approved documents from QAD • Reopen school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD
	* Temporary / Closing of School • Receive approved documents from QAD • Close school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD
	* Requesting for Additional SHS Offering • Receive approved documents from QAD (Private School) / CLMD (Public School) • Add SHS offering in the EBEIS	• QAD/CLMD: ADAS • PPRD: PO III/CES
	* Separation of Annex School from Mother School • Receive approved documents from QAD • Input separation of Annex School from Mother School in the EBEIS • Endorse the approved separation of Annex School from Mother School in the EBEIS	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD
LIS	• Generate report on enrollment (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES
NSBI	• Generate report on school building (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES

E. Project Innovation Location

This project shall be operationalized at PPRD Office, Regional Center, Brgy. Carpenter Hill, City of Koronadal as support mechanism for the sustainability of its QMS institutionalization.

F. Duration

The following will be the timeline in processing the following:

MIS	Process/ Activity	Accountable Office and Personnel	Timeline
BEIS	*** Establishment of New School:** • Receive approved documents from QAD • Create School ID in the EBEIS • Endorse the approved School ID to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day
	* Conversion of ES to IS • Receive approved documents from QAD • Convert ES to IS in the EBEIS • Endorse the approved conversion of ES to IS to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day
	* Renaming of School • Receive approved documents from QAD • Rename school in the EBEIS • Endorse the approved Renaming of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day
	* Reopening of School • Receive approved documents from QAD • Reopen school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day
	* Temporary / Closing of School	• QAD: ADAS • PPRD: PO III/CES	Maximum of 1 day

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	• Receive approved documents from QAD • Close school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• ORD: RD/ARD	
	* Requesting for Additional SHS Offering • Receive approved documents from QAD (Private School) / CLMD (Public School) • Add SHS offering in the EBEIS	• QAD/CLMD: ADAS • PPRD: PO III/CES	Maximum of 5 – 10 minutes
	* **Separation of Annex School from Mother School** • Receive approved documents from QAD • Input separation of Annex School from Mother School in the EBEIS • Endorse the approved separation of Annex School from Mother School in the EBEIS	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day
LIS	• Generate report on enrollment (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	Maximum of 1 day
NSBI	• Generate report on school building (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	Maximum of 1 day

G. Sustainability Mechanism

The following are the proposed Sustainability Mechanism using PDCA (Plan-Do-Check-Act) Cycle:

- **Plan**: To strategize plan of actions to operationalize the Tracking Mechanism of Management Information System (MIS) outputs via BEIS, LIS & NSBI.

- **Do**: To implement the Plan based on the timeline.

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- **Check**: To conduct quarterly progress monitoring & evaluation during PPRD LAC Session to check progress of the activity as basis in coming-up with appropriate interventions.

- **Act**: To implement interventions as Continuous Improvement mechanism.

III. Innovation Background

Basically, Project ETM-MISO has been instituted to address the following major problems confronted by PPRD as regards the following MIS on BEIS, LIS, and NSBI:

- inefficient processing of all BEIS operations such as: establishment of new schools (issuance of school ID), separation of annex school from mother school, conversion of elementary school to Integrated School, renaming of school, temporary closure of school, re-opening of school, and additional Senior High School (SHS) offering;

- inefficient process of crafting Region Profile to capture enrolment data of mainstream classes and ALS (enrolment, CLCs, teachers and partners) from LIS (Learner Information System) as inputs to the Region Profile, and updated instructional rooms from NSBI (National School Building Inventory); and

- misalignment in the operationalization of data information systems with PPRD's QMS Quality Control Plan (QCP), PPRD's Flagship Program Basic Education Development Program (BEDP) Pillars, BEDP Strategies, and applicable MATATAG Agenda.

IV. Innovation Objectives

The overarching goal of this innovation is geared towards effective, efficient, and sustainable data management system at PPRD. Specifically, it aims to:

a. facilitate efficient processing of all BEIS (Basic Education Information System) operations such as: establishment of new schools (issuance of school ID), separation of annex school from mother school, conversion of elementary school to Integrated School, renaming of school, temporary closure of school, re-opening of school, and additional Senior High School (SHS) offering;

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b. generate enrolment data of mainstream classes and ALS (enrolment, CLCs, teachers and partners) from LIS (Learner Information System) as inputs to the Region Profile; and

c. generate updated data of instructional rooms from NSBI (National School Building Inventory) as inputs to the Region Profile.

V. Methodology

A. Work Breakdown and Task Time Estimates

MIS	Process/ Activity	Accountable Office and Personnel	Time Frame
BEIS	*** Establishment of New School:** • Receive approved documents from QAD • Create School ID in the EBEIS • Endorse the approved School ID to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Jan. to Dec. 2024
	* Conversion of ES to IS • Receive approved documents from QAD • Convert ES to IS in the EBEIS • Endorse the approved conversion of ES to IS to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Jan. to Dec. 2024
	* Renaming of School • Receive approved documents from QAD • Rename school in the EBEIS • Endorse the approved Renaming of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Jan. to Dec. 2024
	* Reopening of School • Receive approved documents from QAD • Reopen school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Jan. to Dec. 2024
	* Temporary / Closing of School	• QAD: ADAS	

![DepEd MATATAG Logo] ![Bagong Pilipinas Logo] ![DepEd Region XII Logo]

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Telefax No.: (083) 2288825/ (083) 2281893
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	• Receive approved documents from QAD • Close school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• PPRD: PO III/CES • ORD: RD/ARD	Jan. to Dec. 2024
	* **Requesting for Additional SHS Offering** • Receive approved documents from QAD (Private School) / CLMD (Public School) • Add SHS offering in the EBEIS	• QAD/CLMD: ADAS • PPRD: PO III/CES	Jan. to Dec. 2024
	* **Separation of Annex School from Mother School** • Receive approved documents from QAD • Input separation of Annex School from Mother School in the EBEIS • Endorse the approved separation of Annex School from Mother School in the EBEIS	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Jan. to Dec. 2024
LIS	• Generate report on enrollment (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	BOSY / EOSY
NSBI	• Generate report on school building (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	BOSY / EOSY

B. Deliverables

Based on the following processes/activities vis-à-vis three MIS systems (BEIS, LIS, NSBI) the expected major deliverables are hereby presented:

MIS	Process/ Activity	Accountable Office and Personnel	Major Deliverables
BEIS	* **Establishment of New School:**	• QAD: ADAS	

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• Receive approved documents from QAD • Create School ID in the EBEIS • Endorse the approved School ID to CO-EMISD	• PPRD: PO III/ CES • ORD: RD/ARD	Confirmation letter from DepEd CO – Planning Service
* Conversion of ES to IS • Receive approved documents from QAD • Convert ES to IS in the EBEIS • Endorse the approved conversion of ES to IS to CO-EMISD	• QAD: ADAS • PPRD: PO III/ CES • ORD: RD/ARD	Confirmation letter from DepEd CO – Planning Service
* Renaming of School • Receive approved documents from QAD • Rename school in the EBEIS • Endorse the approved Renaming of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/ CES • ORD: RD/ARD	Confirmation letter from DepEd CO – Planning Service
* Reopening of School • Receive approved documents from QAD • Reopen school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/ CES • ORD: RD/ARD	Confirmation letter from DepEd CO – Planning Service
* Temporary / Closing of School • Receive approved documents from QAD • Close school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/ CES • ORD: RD/ARD	Confirmation letter from DepEd CO – Planning Service
* Requesting for Additional SHS Offering • Receive approved documents from QAD (Private School) / CLMD (Public School) • Add SHS offering in the EBEIS	• QAD/CLMD: ADAS • PPRD: PO III/ CES	Encoded in the BEIS the additional SHS Offering
* Separation of Annex School from Mother School	• QAD: ADAS	

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	• Receive approved documents from QAD • Input separation of Annex School from Mother School in the EBEIS • Endorse the approved separation of Annex School from Mother School in the EBEIS	• PPRD: PO III/ CES • ORD: RD/ARD	Confirmation letter from DepEd CO – Planning Service
LIS	• Generate report on enrollment (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	Region Profile (BOSY / EOSY)
NSBI	• Generate report on school building (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	Region Profile (BOSY / EOSY)

VI. Innovation Cost

The following are the innovation cost estimates per major process:

- BEIS-related processes: Php 250.00 (1 ream/year)
- LIS & NSBI-generated data as inputs to Region Profile: Php 14,000.00

VII. Monitoring and Evaluation (M&E)

The following template shall be used in the M&E of this innovation undertaking:

MIS	Process/ Activity	Accountable Office and Personnel	Timeline	Remarks
BEIS	* **Establishment of New School:** • Receive approved documents from QAD • Create School ID in the EBEIS • Endorse the approved School ID to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day	( ) Compliant ( ) Non-Compliant ( ) Needs Improvement
	* **Conversion of ES to IS**	• QAD: ADAS		( ) Compliant ( ) Non-

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• Receive approved documents from QAD • Convert ES to IS in the EBEIS • Endorse the approved conversion of ES to IS to CO-EMISD	• PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day	Compliant ( ) Needs Improvement
* Renaming of School • Receive approved documents from QAD • Rename school in the EBEIS • Endorse the approved Renaming of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day	( ) Compliant ( ) Non-Compliant ( ) Needs Improvement
* Reopening of School • Receive approved documents from QAD • Reopen school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day	( ) Compliant ( ) Non-Compliant ( ) Needs Improvement
* Temporary / Closing of School • Receive approved documents from QAD • Close school in the EBEIS • Endorse the approved Reopening of School to CO-EMISD	• QAD: ADAS • PPRD: PO III/CES • ORD: RD/ARD	Maximum of 1 day	( ) Compliant ( ) Non-Compliant ( ) Needs Improvement
* Requesting for Additional SHS Offering • Receive approved documents from QAD (Private School) / CLMD (Public School) • Add SHS offering in the EBEIS	• QAD/CLMD: ADAS • PPRD: PO III/CES	Maximum of 5 – 10 minutes	( ) Compliant ( ) Non-Compliant ( ) Needs Improvement
* Separation of Annex School from Mother School	• QAD: ADAS • PPRD: PO III/CES	Maximum of 1 day	( ) Compliant ( ) Non-Compliant

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	• Receive approved documents from QAD • Input separation of Annex School from Mother School in the EBEIS • Endorse the approved separation of Annex School from Mother School in the EBEIS	• ORD: RD/ARD		( ) Needs Improvement
LIS	• Generate report on enrollment (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	Maximum of 1 day	( ) Compliant ( ) Non-Compliant ( ) Needs Improvement
NSBI	• Generate report on school building (BOSY / EOSY) • Input in the Region Profile	**PPRD:** • PO III • EPS • ADAS I • CES	Maximum of 1 day	( ) Compliant ( ) Non-Compliant ( ) Needs Improvement

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