



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

December 11, 2023

DIVISION MEMORANDUM  
No. 515, s. 2023

**DEPED BULACAN'S "DATABANK" PROJECT**

- To: Division Chiefs  
Education Program Supervisors and Public Schools District Supervisors  
Unit Heads of the SGOD and OSDS  
Elementary and Secondary School Heads  
All Others Concerned
1. DepEd Regional Office III spearheaded the "Promotion of One Quality Data for All for Policy, Planning, Research, and Monitoring and Evaluation" in June 2023 in which the data governance and management arrangements needed to support the goals of BEDP 2023 and MATATAG agenda were presented. Relative to this, to put into action the division's commitment to providing valid, reliable, accurate, and timely data for policy, planning, research, monitoring, and evaluation, DepEd Bulacan through the Planning and Research Unit of the School Governance and Operations Division shall undertake the **DepEd Bulacan's "Databank" Project**.
  2. Three activities in the project will be conducted as part of the preparation for the development of the database: (1) Profiling of planning data and assessment reports, (2) Mapping of planning data and assessment reports generation and responsibility center, and (3) Bridging planning data and assessment reports from schools, LCs and district to SDO, which shall be conducted on **December 13, 15 and 18, 2023** at the SDO Conference Hall. The collection and organization of initial planning data and assessment reports shall commence after these three activities which will mark the development of the database of planning data and assessment reports. The project will undergo monitoring, validation, and process review, the results of which will serve as input for the improvement of the database.
  3. The project specifically aims to:
    - 3.1. create planning data and assessment reports profile by functional division;
    - 3.2. prepare the flowchart of planning data and assessment reports collection;



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- 3.3. develop implementing guidelines and procedures for planning data and assessment reports generation; and
- 3.4. ensure the availability of valid, reliable, accurate, and timely data for policy, planning, monitoring, and evaluation in the division.
4. Participants in this activity are the members of Project Management Team, Technical Working Group (TWG)/ Secretariat, facilitators, chiefs of SGOD and CID, Education Program Supervisors, unit heads of the SGOD and OSDs, selected PSDSes, and school heads. The list of participants per activity can be found in enclosure no. 1 of this memorandum.
5. Expenses to be incurred in the conduct of this activity shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
6. All participants are expected to observe all health and safety protocols during the conduct of the activity.
7. This Memorandum shall serve as the travel authority of all participants.
8. Immediate dissemination of this Memorandum is earnestly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 515, s. 2023

**PARTICIPANTS (per activity)**

Activity/Date	Participants
<p><b>Activity 1:</b> Profiling of planning data and assessment reports  <b>Date:</b> December 13, 2023</p>	<p>OSDS (SDS, 2 ASDS and 9 Unit Heads)            CID (1 Chief, 11 DEPS, 6 PSDS)            SGOD (1 Chief, 1 DEPS, 4 SEPS, 1 PO, 1 PDO-DRRM, 2 PDOs - YF, 1 Engr, 2 from SHN, 2 secretariat – EPS II)</p>
<p><b>Activity 2:</b> Mapping of planning data and assessment reports generation and responsibility center per data/report  <b>Date:</b> December 15, 2023</p>	<p><b>Total: 45 pax</b>  <b>Note:</b>  <i>PSDS: Chairperson of the 6 EDDISes            (If the unit head is not available, he/she may be represented by a personnel from the unit, while DEPS may be represented by a coordinator of the learning area.)</i></p>
<p><b>Activity 3:</b> Bridging planning data and assessment reports from schools, LCs, and districts to SDO  <b>Date:</b> December 18, 2023</p>	<p>OSDS (SDS, 2 ASDS, 1 ITO, 1 Unit Head)            CID (1 Chief, 2 DEPS, 6 PSDS)            SGOD (1 Chief, 4 SEPS, 1 PO, 2 PDO, 1 secretariat)            School: 12 school heads (6 elementary, 6 secondary, i.e., 2 per EDDIS)  <b>Total: 35 pax</b>  <b>Note:</b>  <i>PSDS: Chairperson of the 6 EDDISes            School Heads: To be identified by the EDDIS Chairpersons            (If the unit head is not available, he/she may be represented by a personnel from the unit, while DEPS may be represented by a coordinator of the learning area.)</i></p>



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**MATRIX OF ACTIVITIES**

<b>Time</b>	<b>Activity</b>
<i>Day 1: December 13, 2023 – Profiling of planning data and assessment reports</i>	
8:30 AM – 9:00 AM	Opening Program
9:01 AM – 10:00 AM	Overview of DepEd Region III’s “Promotion of One Quality Data for All for Policy, Planning, Research, and Monitoring and Evaluation” - <i>Zurex T. Bacay, PhD, Assistant Schools Division Superintendent</i>
10:01 AM – 10:30 AM	<b>HEALTH BREAK</b>
10:31 AM – 12:00 NN	Data Governance and Management - <i>Rainelda M. Blanco, PhD – Education Program Supervisor and Joel I. Vasallo – Education Program Supervisor</i> <ul style="list-style-type: none"> <li>- Legal Bases</li> <li>- Use of Data in Improving Educational Outcomes</li> <li>- DepEd RO3 Data Management Framework</li> <li>- Types of Data Useful for Governance Levels and Functional Divisions</li> </ul>
12:01 PM – 1:00 PM	<b>LUNCH BREAK</b>
1:01 PM – 3:00 PM	Focus Group Discussion and Activity on Profiling of Planning Data and Assessment Reports (by Functional Division) – <i>Paulo Eduardo C. Cruz Jr, Planning Officer III and Maribel S. Perez - SEPS</i>
3:01 PM – 3:30 PM	<b>HEALTH BREAK</b>
3:31 PM – 4:30 PM	Presentation of Outputs (Data and Assessment Reports Profile by Functional Division)
<i>Day 2: December 15, 2023 – Mapping of planning data and assessment reports generation and responsibility center per data/ report</i>	
8:30 AM – 9:00 AM	Preliminaries and checking of attendance
9:01 AM – 10:00 AM	Continuation of Presentation of Outputs of the previous activity
10:01 AM – 10:30 AM	<b>HEALTH BREAK</b>
10:31 AM – 12:00 NN	Discussion and Activity (Workshop) on Mapping of planning data and assessment reports generation and responsibility center per data/report by unit <i>Note: All data/report profiled in activity 1 should be mapped.</i>
12:01 PM – 1:00 PM	<b>LUNCH BREAK</b>
1:01 PM – 2:00 PM	Continuation of workshop
2:01 PM – 2:30 PM	<b>HEALTH BREAK</b>
2:31 PM – 4:00 PM	Presentation of Outputs



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<i>Day 2: December 15, 2023 – Bridging planning data and assessment reports from schools, LCs, and districts to SDO</i>	
8:30 AM – 9:00 AM	Preliminaries and checking of attendance
9:01 AM – 10:00 AM	Overview of DepEd Region III’s “Promotion of One Quality Data for All for Policy, Planning, Research, and Monitoring and Evaluation” and DepEd Bulacan’s “Databank” Project for the school head participants
10:01 AM – 10:30 AM	HEALTH BREAK
10:31 AM – 11:00 AM	Orientation of school head participants on the outputs of the previous activities (Data Profiling and Data Mapping)
11:01 AM – 12:00 NN	In Focus: Planning Data and Assessment Reports that will be generated from the field units (LCs, schools, districts, external stakeholders if any)
12:01 PM – 1:00 PM	LUNCH BREAK
1:01 PM – 3:00 PM	Workshop: Crafting of guidelines on the collection and management of data and assessment reports from LCs, schools, districts, and external stakeholders
3:01 PM – 3:30 PM	HEALTH BREAK
3:31 PM – 4:00 PM	Presentation of Draft Guidelines on the collection and management of planning data and assessment reports
4:01 PM – 4:30 PM	Synthesis Ways Forward – Preparation for initial data collection and development of the DepEd Bulacan Database of Planning Data and Assessment reports



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