



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 210, s.2019

To: Curriculum Implementation Division Chief  
School Governance and Operations Division  
Senior High School Division Coordinator  
Monitoring and Evaluation Specialists  
Administrative Officer (SHS)  
Planning Officer III  
Senior Education Program Specialist (HRTD)  
Secondary School Principal – Cogon NHS  
Secondary School In-charge – Molugan NHS  
Senior High School Coordinator – Molugan NHS  
Senior High School Coordinator – Cogon NHS  
All Others Concerned

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
Asst. Schools Division Superintendent *JST*  
OIC, Office of the Schools Division Superintendent

Subject: Conduct of the National Data Gathering for the Comprehensive Tracer Study of Senior High School Graduates of SY 2017 – 2018

Date: August 27, 2019

1. In cooperation with the DepEd – Bureau of Curriculum Development (BCD), the field is hereby informed of the *Conduct of the National Data Gathering for the Comprehensive Tracer Study of Senior High School Graduates of SY 2017 – 2018* on September 22, 2019 at Molugan National High School.
2. The objective of this endeavor is to trace the status of the first cohort of SHS graduates with respect to curriculum exits: higher education, employment, middle skills development and entrepreneurship. The findings of the study will serve as:
  - a. Initial data for future research relative to SHS program; and
  - b. Basis for policy formulation to further improve the implementation of the K to 12 Basic Education Program



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

3. Using the Statistical Package for Social Sciences (SPSS) 20 Software, Molugan NHS and Cogon NHS are among the randomly selected schools to participate in the said tracer study. The BCD will give the list of the randomly selected respondents for the tracer study extracted from the LIS. Table below is the allocation of respondent per school:

Molugan NHS	Cogon NHS
38 respondents	21 respondents

4. Below are the expected roles and responsibilities for everyone involved in this tracer study:

Office	Schools Division Office	School
Sections/Persons involved	CID, SGOD, M&E, Planning & Research, Division SHS Coordinator	School Head, SHS Coordinator,
Roles	<ol style="list-style-type: none"><li>1. Supervise Schools in the conduct of national data gathering for the tracer study</li><li>2. Source out funds (e.g. MOOE, LGUs)</li><li>3. Provide quality assurance, technical assistance, and monitoring and evaluation to the schools involved</li><li>4. Disseminate tracer study results</li><li>5. Propose activities relative to tracer study results</li></ol>	<ol style="list-style-type: none"><li>1. Trace, convince, and convene the randomly selected SHS graduates for SY 2017-2018 to participate in the national data gathering for trace study</li><li>2. Assist BCD Specialists in conducting the national data gathering for tracer study</li><li>3. Source out funds</li><li>4. Observe protocol in obtaining information (e.g. consent form)</li></ol>

5. Attached is the Action Plan for the activity.
6. Immediate dissemination of this Memorandum is desired.

SGOD/SHS/fml



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Complex, Meralco Avenue  
 Pasig City 1600

**A COMPREHENSIVE TRACER STUDY OF THE 2017-2018 SENIOR HIGH SCHOOL GRADUATES**

**ACTION PLAN**

Year: 2019						
WEEK/DATE	ACTIVITY	VENUE	PERSONS RESPONSIBLE	RESOURCES NEEDED & BUDGET ESTIMATE	SOURCE OF FUND	EXPECTED OUTPUT
Region: X Division: EL SALVADOR CITY School/s: MOLUGAN NHS (38) & COGON NHS (21)						
	1. Orient Concerned Division Personnel (CID, SGOD-SMME, PaR) and Concerned School Heads of the Conduct of the National Tracer Study as well as their respective responsibilities and involvement	Division Office	AO-II/ DIV. SHS COORDINATOR	None	None	1. Informed Division TWG and School Heads of their respective responsibilities 2. Division Memo of the Conduct of the National Tracer Study
AUG 27-30, 2019	2. Communicate information to School Heads/ Class Advisers of selected School on the Conduct of the National Tracer Study	Molugan NHS/ Cogon NHS	SHS Coordinators	None	None	Activated GCs of Advisory Classes of the Identified respondents
	3. Tracking the identified research respondents	N/A	Class Advisers/ Strand and SHS Coordinators	El Salvador City: Gasoline & Load Allowance – 600	BERF/ School MOOE	Partial listing of confirmed participants
	4. Distribution of the respondent consents	N/A	SHS Coordinator & Class Adviser	Gasoline & Load Allowance – 600	School MOOE	Distributed Consents Forms

Prepared by:	Position/Designation:	E-mail:
Signature:	Date:	Contact No.:



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Complex, Meralco Avenue  
 Pasig City 1600

**A COMPREHENSIVE TRACER STUDY OF THE 2017-2018 SENIOR HIGH SCHOOL GRADUATES**

**ACTION PLAN**

Year: 2019						
Region: X						
Division: EL SALVADOR CITY						
School/s: MOLUGAN NHS (38) & COGON NHS (21)						
WEEK/DATE	ACTIVITY	VENUE	PERSONS RESPONSIBLE	RESOURCES NEEDED & BUDGET ESTIMATE	SOURCE OF FUND	EXPECTED OUTPUT
SEPTEMBER 2-13, 2019	Gather information from Schools (SHS Coordinators) as to the number of confirmed participants per School	N/A	AO-II and SHS Coordinators	None	None	Initial/ Final Listing of respondents for the National Tracer Study
SEPTEMBER 22, 2019	Conduct of the National Tracer Study (with BCD TWG)	Molugan NHS	BCD Specialists, SHS Coordinators, Regional Coordinator, Concerned Division Personnel	10 x 200 (Lunch +AM/PM Snacks) = 2,000 59 x 50 snacks = 2,950 1 Ream Bond Paper 59 pens = 5,500.00	CoNHS & MoNHS MOOE	Oriented Respondents, (c/o BCD TWG), Conducted FGD to respondents, Accomplished Questionnaires
SEPTEMBER 23, 2019	Consolidation of data collected from September 22, 2019	Division Office - CID	SHS Coordinator & AO-II, Regional Coordinator, Concerned Division Personnel	10 x 200 (Lunch +AM/PM Snacks) = 2,000 800 – gasoline	Division MOOE	Consolidated Data

Prepared by:	Position/Designation:	E-mail:
Signature:	Date:	Contact No.: