

Republic of the Philippines

Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

July 31, 2024

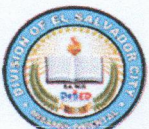
DIVISION MEMORANDUM

No. 294, s. 2024

**DATA COLLECTION FOR THE RESEARCH
ON THE ENROLLMENT DECLINE OBSERVED IN SY 2023-2024**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Secondary School Heads
Education Program Specialist for ALS
All Others Concerned
This Division

1. Regarding **Regional Memorandum No. 0539, s. 2024** titled **Data Collection for the Research on the Enrollment Decline Observed in SY 2023-2024**, this office directs the Division Research Coordinator, Division ALS Focal Person, Education Program Specialist for ALS/Mobile Teachers, and Public Secondary School Heads to assist and facilitate the data collection needed for the study.
2. To ensure the smooth conduct of the data gathering, details of the assistance are as follows:
 - a. Division Research Coordinator**
 - i. Translate the Survey Questionnaire into local dialect.
 - ii. Orient the Personnel involved in the data gathering.
 - iii. Disseminate the Data Gathering Tool.
 - iv. Monitor the administration and progress of the data gathered.
 - v. Provide technical assistance to the personnel involved.
 - vi. Report to the Regional Office the progress of the data gathering administration.
 - b. Division ALS Focal Person**
 - i. Help monitor the administration and progress of the data gathered.
 - ii. Assist the Division Research Coordinator in the implementation of the activity.



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Republic of the Philippines
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REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

c. School Heads

- i. Identify the out-of-school children and youth (OSCY) for the SY 2023-2024 who completed grades 7,8,9 and 11 in SY 2022-2023 and input the data through the link <https://tinyurl.com/3d77np73>.
- ii. Administer the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.
- iii. Encode the collected answered survey and directly email it to PS-PRDD to ps.prd@deped.gov.ph.
- iv. Scan and keep the collected answered survey.
- v. Coordinate with the District ALS/Mobile Teacher in the administration of the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.

d. District ALS Coordinator/Mobile Teacher

- i. Co-administer with the School Head the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide
3. Attached is the Regional Memorandum with the indicative schedule of activities and the sampling disaggregated by division and schools for reference.
- 4. Further, the Divisional Orientation for the Data Gathering Procedure is on August 5, 2024, 2:00 p.m. at the Division Office, 2nd floor Diamond Building.**
5. This office adheres to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be included in the Perpetual Index
Under the following subject: RESEARCH
SGOD/agf



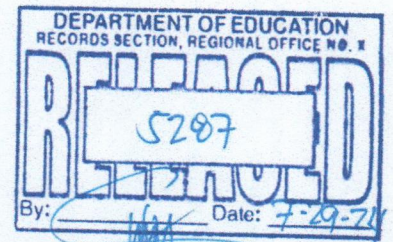
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



July 26, 2024

REGIONAL MEMORANDUM
No. 039 s. 2024

DATA COLLECTION FOR THE RESEARCH
ON THE ENROLLMENT DECLINE OBSERVED IN SY 2023-2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. To further an evidence-based decision-making within the Department of Education (DepEd), the Planning Service-Policy Research and Development Division (PS-PRDD) of the Central Office (CO) is undertaking a study on the observed enrollment decline in SY 2023-2024.

2. It was found out that the Grade Levels Kinder, 8, 9, 10, and 12 had the most significant enrollment changes between S.Y. 2022-2023 and S.Y. 2023-2024. Consequently, the regions that experienced the lowest enrollment turnout include Regions VIII, IX, X, XII, BARMM, and CARAGA.

3. To understand the factors related to low enrollment, a survey questionnaire will be deployed to out-of-school children and youth (OSCY) from the specified regions. Hence, the PS-PRDD is requesting the assistance of the Research Coordinators of the Policy, Planning, and Research Division (PPRD), SEPS for Planning and Research, Division ALS Focal Persons, Public Schools District Supervisors, District ALS Coordinators/Mobile Teachers, and School Heads of the concerned Regional Offices (ROs), Schools Division Offices (SDOs), and schools. Details of the assistance are as follows:

a. Regional Research Coordinator

- i. Ensure the progress of mapping respondents and administering the survey questionnaire with the technical assistance requested from the SDOs; and
- ii. Provide technical support and guidance to SDOs on collecting, managing, and submitting the required data to PS-PRDD.

b. Division Research Coordinator/SEPS (Planning and Research)

- i. Translate the survey questionnaire into a local dialect.
- ii. Orient the personnel involved in the data gathering.
- iii. Disseminate the Data Gathering Tool.
- iv. Monitor the administration and progress of the data gathered.
- v. Provide technical assistance to the personnel involved.
- vi. Report to the Regional Office on the progress of the administration of the data gathering.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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Doc. Ref. Code	RD-ORD-F018	Rev	01
Effectivity	01-22-24	Page	1 of 1

c. Division ALS Focal Person

- i. Help monitor the administration and progress of the data gathered.
- ii. Assist the Division Research Coordinator/SEPS (Planning and Research) in implementing the activity.

d. Public Schools District Supervisor

- i. Monitor the compliance of the schools.
- ii. Ensure the compliance of Public Schools within their jurisdiction to meet the target number of respondents.
- iii. Guide the School Heads and the District ALS Coordinators/Mobile Teachers in conducting the activity.

e. School Head

- i. Identify the OSCY for the SY 2023-2024 who completed grades 7,8,9 and 11 in SY 2022-2023 and input the data through the link <https://tinurl.com/3d77np73>.
- ii. Administer the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.
- iii. Encode the collected answered survey and email it directly to PS-PRDD to ps.prd@deped.gov.ph.
- iv. Scan and keep the collected answered survey.
- v. Coordinate with the District ALS Coordinator/Mobile Teacher in the administration of the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.

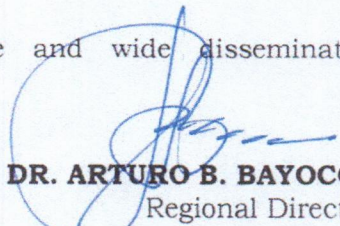
f. District ALS Coordinator/Mobile Teacher

- i. Co-administer and coordinate with the School Head the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.

4. For clarification and information, please contact Jick Lloyd M. Melloria, Education Program Specialist, Policy, Planning, and Research Division (PPRD), at jicklloyd.melloria@deped.gov.ph.

5. Attached are the indicative schedule of activities and the sampling disaggregated by division and schools.

6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated

Reference: OUA-OUT-071524-P4-1

To be indicated in the Perpetual Index
under the following subjects:

ENROLLMENT RESEARCH SURVEY

RE: Data Collection for the Research on the Enrollment Decline Observed in SY 2023-2024

PPRD/jick

Indicative Schedule of Activities

Activities	Target Date	In-charge
Briefing with ROs and SDOs	July 24, 2024	CO
Translation of Consent Forms, Assent Forms, and Survey Questionnaire	July 24-29, 2024	SDO
Submission of the Translated Tool to CO	July 25, 2024	SDO
Submission of the Translated Materials	July 29, 2024	SDO
Encoding of Data in the RO Link	July 30-August 2, 2024	Schools
Distribution of Translated Materials	August 1-2, 2024	CO
Divisional Orientation	August 5-6, 2024	SDO
Administration of the Translated Survey Questionnaire	August 7-9, 2024	Schools
Scanning and Encoding of the Responses	August 12-13, 2024	Schools
Last Day of Submission of Survey Questionnaire	August 14, 2024	Schools

Attachment No. 2 to Regional Memorandum No. 0539 s. 2024

Sampling Disaggregated by Division and School

Region	Division	Number of Schools offering JHS and/or SHS per division	Sample per Division	Target Sample per School
Region X	Bukidnon	123	246	2
	Cagayan de Oro City	50	100	
	Camiguin	16	32	
	El Salvador City	9	18	
	Gingoog City	33	66	
	Iligan City	33	66	
	Lanao del Norte	85	170	
	Malaybalay City	30	60	
	Misamis Occidental	62	124	
	Misamis Oriental	126	252	
	Oroquieta City	15	30	
	Ozamiz City	24	48	
	Tangub City	16	32	
	Valencia City	33	66	
Total Sample:			1310	