



Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

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September 22, 2023

**DIVISION MEMORANDUM**

No. 557 s. 2022

**NEW DATA GATHERING ARRANGEMENT FOR SY 2023-2024**

**To: OFFICE OF THE CID  
OFFICE OF THE SGOD  
OFFICE OF THE OSDS  
All others concerned**

1. In accordance with the aim of the department to reduce the administrative task of our public school teachers and to maintain the reliability and consistency of the data being circulated. **This office, through the School Management Monitoring and Evaluation Unit of the Schools Governance and Operations Division (SGOD), sets the new arrangement in the data collection from the public schools.**
2. **The Division Memorandum no. 515s, 2023**, instructed all public schools to refrain from using the SDGT, PROMEDS, and GEARED tools since their complexity, along with the formula issues of some cells and the programming of the template itself, have caused negative effect in the reliability of the consolidated data of the division. Hence, its usage is totally suspended.
3. In lieu of the old data gathering arrangement that had encountered persistent data discrepancies, It is now the division focal persons of every program and project (PAP) and education program supervisors who will be supplying the data for consolidation to have full control of data validation related to their concerns before submitting for consolidation and utilization.
4. To execute the new data gathering arrangement, as agreed during the 2<sup>nd</sup> Quarter PIR, the following data gathering procedure shall be followed:

**THE SIMPLE TO COMPLEX DATA GATHERING PROCEDURE**

**Release/Distribution of the tool**

- 3.1 The M&E coordinator shall provide all the concerned division PAPs focal persons with the personalized data gathering tool in hard copy

and an Excel file according to the area of concern they are responsible for.

- 3.2 All the e-copies or excel file of the tool is available and downloadable by accessing this link <http://tinyurl.com/DATATOOLS23-24>

### **Data Gathering**

- 3.3 The Education Program Supervisors and other division Program and Projects (PAPs) focal persons shall provide all the necessary data per school into the specified tool.
- 3.4 **The figures of the data elements with baseline and endline schedules shall remain the same in between quarters prior to the end-line data collection schedule.**

### **Submission**

- 3.5 All the EPS and other division PAPs focal persons shall submit the accomplished data gathering tool in **soft copy (excel file) and hard copy with signature, seven (7) days after every periodical test, to the M&E unit.**

### **Consolidation**

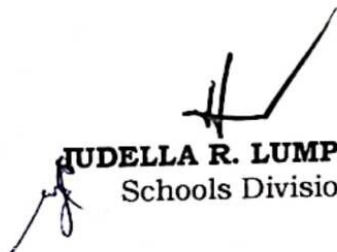
- 3.6 Three (3) days will be allotted for data consolidation after the agreed deadline. **(Given that all the necessary tools are completely submitted by the concerned division focal persons within the set deadline, a 3-day extension shall be considered)**
- 3.7 The M&E unit shall provide the Planning Office and the District supervisors a separate report on the MPS arrange from highest to lowest per school and per grade level for easy reference in framing Technical Assistance.

### **Data Utilization and Regulation**

- 3.8 The PSDS and the Planning Office will be given by the M&E unit the same set of consolidated data with the same attachments signed by the concerned division focal person.
- 3.9 **The planning office shall be the depository and regulatory unit for the IN and OUT of the consolidated data given by the M&E unit every quarter.**
- 3.10 The district supervisors shall utilize the consolidated data to frame technical assistance for their respective schools for the succeeding quarter.

3.11 **The usability and reliability of the data shall remain valid, effective or the same until they are overwritten by the update of the next data gathering and consolidation.** Furthermore, to maintain the consistency of the consolidated data for reporting and presentation purposes, the updating shall be strictly scheduled for the next quarter and not on any date within the quarter under any circumstance to avoid confusion and conflicting interpretations of the figures reported.

5. **The signature of the focal person on the submitted accomplished tool serves as a seal that it has been personally validated.**
6. Strict compliance with this memorandum is desired.

  
**JUDELLA R. LUMPAS EdD, CESO IV**  
Schools Division Superintendent

