



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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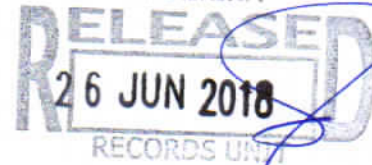


June 22, 2018

**OFFICE MEMORANDUM**

**TO:** Chief Education Supervisors – CID and SGOD  
Unit Heads  
Education Program Supervisors  
All Concerned

DIVISION OF CITY SCHOOLS  
MARIKINA



**SUBJECT: CALL FOR DATA OF THE IDENTIFIED PROGRAMS/PROJECTS**

Please be advised that all focal persons assigned to the following programs and projects are required to submit the Accomplishment Report not later than July 14, 2018. All reports will be consolidated for submission to the Regional Office on July 15, 2018.

You may address your report to the undersigned, Office of the Schools Division Office.

For strict compliance.

  
**SHERYLL T. GAYOLA**  
Officer-In-Charge

Office of the Schools Division Superintendent



**Republika ng Pilipinas**  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
**PAMBANSANG PUNONG REHIYON**  
*(NATIONAL CAPITAL REGION)*  
 Daang Misamis, Bago Bantay, Lungsod Quezon  
*(Misamis St., Bago Bantay, Quezon City)*

Education  
 National Capital Region  
 Regional Section  
**RELEASED**  
 By: \_\_\_\_\_  
 Date: 4/29/18

**RECEIVED**  
 21 JUN 2018  
 MARIKINA  
 1917

**MEMORANDUM**

**TO** : All Chiefs, Unit Heads and Supervisors  
**FROM** : The Office of the Regional Director  
**SUBJECT** : Call for Data of the Identified Programs/Projects  
**DATE** : June 19, 2018

The Policy, Planning Research Division (PPRD) is tasked to provide relevant data when needed by internal and external stakeholders, not only within NCR, but also in the Central Office. However, there are times when data called for cannot be accessed simply because there is nothing available about the identified concern. More importantly, we are on the process of finalizing our Regional Basic Education Plan (RBEP); hence, the need for accurate information that will describe the present status of the National Capital Region.

In this regard, the focal persons assigned to any of the following programs or projects, are requested to provide the data immediately:

**A. Curriculum, Learning and Management Division (CLMD)**

- SPED
  - Schools offering, no. of students & exceptionalities
- ALS
  - Schools offering, no. of students, no. of A & E passers for the last 3 years)
- Arabic Language and Islamic Values Education (ALIVE)
  - implementing Divisions, Schools, no. of classes, name of asatidz, no. of students per class with total
- Senior High School (SHS)-
  - Divisions, schools, tracks offered, no. of enrolment per track
- Open High School (OPHS) Program
  - Division, Schools, no. of students enrolled in the program
- No. of non-readers per Division

**B. Quality Assurance Division (QAD)**

- No. of Permits/ Recognition issued for the last 2 years, and the current year
- Reports on monitoring and evaluation conducted, including QUATME
- List of newly established public schools for the last 3 years

**C. Field Technical Assistance Division (FTAD)**

- School-Based Management; Division & Schools with level of accreditation
- Continuous Improvement (CI); Division & Schools implementing the program
- Technical Assistance extended
- Division, Need/Concern addressed, Date of TA, Name & Functional Division of the personnel who extended the TA
- Schools Readiness Report/Needs Assessment/ Priority divisions/schools

**D. Educational Support Services Division (ESSD)**

- Feeding Program ; Division with list of schools implementing the Program, amount of assistance received, progress report of the Program per Division for the last 3 years
- Brigada Eskwela- Schools awarded for the last 3 years
- Updates on the Building construction (2017-2018)

**H. Human Resource & Development Division (HRDD)**

Inventory of Trainings conducted for the last 2 years, including the number of participants per training, the venue, source of funds, actual amount spent

**E. Personnel**

- No. of Promoted/ Reclassed
- Newly created items
- No. of teaching and non-teaching personnel per division

**F. Legal Unit**

Types & no. of cases/ issues received for the last 3 years and their Status


**G. ICT Unit**

- Inventory of the Computer Package per Division & School
- Inventory of the no. of the laptop & desktop computers ( received from the Central Office and no. distributed per Functional Division)
- List of schools with internet connectivity and computer labs

Moreover, all Functional Divisions are requested to submit the **Accomplishment Report** every quarter. For those who have not complied, please observe that the report is due every **first month of the succeeding quarter**.

All of the above are due not later than July 15, 2018.

For immediate and appropriate action.

  
**WILFREDO E. CABRAL**  
Officer-In Charge  
Office of the Regional Director