

REPUBLIC OF THE PHILIPPINES
Department of Education and Culture
MANILA
Malina

MANILA
Office of the Secretary

May 5, 1975

DEPARTMENT MEMORANDUM
No. 56, u. 1975

MEMORANDUM TO THE DIRECTOR OF
THE STATISTICAL BRANCH FOR THE
DEPARTMENT DATA BANK PROJECT

TO: THE DIRECTOR OF PUBLIC SCHOOLS
THE DIRECTOR OF PRIVATE SCHOOLS
THE DIRECTOR OF VOCATIONAL EDUCATION

1. The Department of Education and Culture (DEC) is currently undertaking a project involving the data-banking of education statistics covering both private and public sectors for School Years 1971-72, 1972-73, 1973-74. The project was brought about by the need to provide the DEC with up-to-date and readily accessible information on all aspects of the educational system.

2. Our past experience has been that educational statistics are always at the least 2 years behind, and this situation has often resulted in the Department's inability to provide tabulated statistics, such as the World Bank and the UNESCO, and national planning agencies, such as the NEDA, and at times even the Office of the President itself, with reliable and current data.

3. To remedy the situation, therefore, the DEC is currently proposing to the World Bank a project which involves the design and establishment of a viable management information system and an automatic data collection and processing system. However, as a short-run and stop-gap measure to bring all statistics up-to-date, the DEC has also initiated the present data bank project.

4. A listing made of all private schools and public school divisions which have not submitted to the LSC general office the required data has revealed that close to 3000 individual private schools and 100 public school divisions have not sent in, for one reason or another, the statistical reports required from them.

5. In view of the very serious time constraint given this project, the Division/Chief Superintendents of public schools are directed to form a retrieval team of not more than five volunteer Division personnel and teachers one of whom should be designated as leader of one team. The team will retrieve statistical reports of public and private schools within the school division. A list of reports to be retrieved will be furnished by the RRS project team together with the required number of team members.

6. The members of each team shall receive an incentive allowance of \$700 plus actual and necessary transportation expenses incurred during their period of assignment and if the member is a teacher shall in addition be granted service credits for actual service rendered. All the above expenses will be paid from the funds of the RRRP. The Division Office is authorized to advance to the team member all the actual and necessary expenses incurred plus the incentive allowance upon completion of the assigned task and will be RRRP for the total amount. The amount will be sent immediately by the RRRP upon receipt of the retrieval team.

7. Selection of the retrieval team membership should be on the basis of their residence in relation to the location of the schools they will be assigned to visit and retrieve the forms. Members of the team should be given identification card by the superintendent of the school division.

8. The retrieval teams should be formed immediately upon the receipt of this Department Memorandum together with the list of reports to be retrieved and correspondingly operational instructions. All reports retrieved by the teams should be sent to the Project Coordinator, RRS Data Base Project, Division of Educational Services, Department of Education and Culture, Manila, by speed mail within three weeks from the receipt of the list of reports to be retrieved.

9. All Bureau Directors are directed to prepare and if necessary the necessary implementing orders to effect compliance with this Memorandum.

(SGS) Juan L. Malina
Secretary

RRS:RCS