

Republic of the Philippines
(Republic of the Philippines)
MEMORANDUM FOR TRANSMISSION AT 10:57 AM
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila.

June 7, 1976

DEPARTMENT MEMORANDUM
No. 123, s. 1976

REGIONAL SEMINAR ON THE DEC DATA BANK

To: Bureau Directors
Regional Directors

1. The DEC Data Bank is now in operation. This calls for a systematic scheduling of data collection, data processing and information dissemination. It requires data inputs that are accurate and are received on time. Inasmuch as the Regional and Division offices occupy strategic positions in the timely collection of reliable reports, two-day seminars shall be conducted in all regional centers beginning June 21, 1976. Attached is a schedule of the seminars to be conducted in the different regions.

2. The following are authorized to attend the seminar: Assistant Regional Director or Chairman and other members of the DEC Regional Ad Hoc Planning Staff and one representative from each constituent school division who may either be an Assistant Schools Superintendent or the Division Supervisor of Research and Evaluation. In the absence of either of these, a Division Supervisor designated by the Division Superintendent may attend.

3. Included in the program of the seminar. It may be noted that the status of the collection and processing of educational statistics for SAs 1971-1972 to 1975-1976 as well as the problems/difficulties encountered in this regard will be among the matters to be taken up. In this connection, it is desired that division participants bring with them all statistical reports still unsubmitted to date using as a guide the lists of unsubmitted statistical reports furnished you during the PASS conference.

4. Arrangements for and the management of the seminar in accordance with the attached program shall be made by the Regional Director and his staff. In the conduct of the seminar, the Regional Director and his staff shall be assisted by consultants from the Development Academy of the Philippines (DAP), the Educational Development Projects Implementing Task Force (EDP-ITF), and the Planning Service, Department of Education and Culture.

5. The regional offices shall, subject to the usual accounting and auditing rules and regulations, reimburse the traveling expenses of participants out of the cash disbursement coming from funds allotted to the region for this purpose. Travel expenses of consultants, however, shall be made in Manila chargeable against MIS funds.

6. Preferential attention to this matter is desired.

(SGD.) JESSE L. MANUEL
Secretary of Education and Culture

Incls:
As stated

Reference:

Department Memorandum No. 56, s. 1975

Allotment: 2--(D.C. 1-76)

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

EXPENSES
FUNDS
OFFICIALS
REPORTS
SEMINARS
SUPERINTENDENTS

SCHEDULE

Region	Regional Office	CSMO/DAD/HOSPITAL Contact Person	Dates
I	San Fernando, La Union	Dr. Luciano S. Sagculiwagan Mrs. Efrasilia D. Sagcorra Miss No-Ann Gonzales Miss Rose Romo	June 21-22, 1976
II	Tuguegarao, Cagayan	Mr. Erik D. Padana Mr. Abraham Manuel Mr. Sonny Sta. Maria Miss Erik Sulinda	June 21-22, 1976
III	San Fernando, Pangasinan	Dr. Luciano S. Sagculiwagan Mrs. Efrasilia D. Sagcorra Miss No-Ann Gonzales Miss Rose Romo	June 24-25, 1976
IV	Quezon City	Dr. Malba A. Tugade Dr. Josefina H. Esclonj Mrs. Lora Rosales Mr. Sonny Sta. Maria	June 24-25, 1976
V	Dagupan City	Dr. Malba A. Tugade Dr. Josefina H. Esclonj Mrs. Lora Rosales Mr. Ben Montojo	June 28-29, 1976
VI	Iloilo City	Dr. Fortunata G. Villamor Mr. Erik S. Tupas Mrs. Ramon Loutario Mr. Ben Malaya	June 28-29, 1976
VII	Cebu City	Dr. Fortunata G. Villamor Mr. Erik S. Tupas Mrs. Ramon Loutario Mr. Ben Malaya	June 24-25, 1976

Region	Regional Office	OSER/DAS/ELFITAF Date of Meeting	Dates
VIII	Acapulco City	Dr. Armando G. Villanar Mr. Art. S. Rojas Mrs. Maria Leutaric Mr. Ben Valdez	June 21-22, 1976
IX	Amboyna City	Mr. Rene A. Galdo Mr. Justino Sa. Valdeon Mr. Joe Johnson Mr. Francis Greenstein	June 24-25, 1976
X	Caguayan de Oro City	Dr. Jaime M. Alvarez Dr. Ricardo S. Caguayan Mr. Dale Montojo Miss Marie Paldeon	June 21-22, 1976
XI	Davao City	- - - - -	June 24-25, 1976
XII	Cebu City	Mr. Rene A. Galdo Mr. Justino Sa. Valdeon Mr. Joe Johnson Mr. Francis Greenstein	June 21-22, 1976

1976 REG. SEMINAR ON THE REG. DATA BANK PROJECT

OBJECTIVES

General Objective:

To develop regional and division data collection systems aimed at obtaining up-to-date and reliable statistical data for educational planning.

Specific Objectives:

1. To appreciate the importance and the role of statistics in educational planning.
2. To know how to accomplish MIS Forms 1-17 well enough to be able to effectively orient other regional/division personnel in this regard.
3. To prepare definite assignments for specific regional/division personnel with regard to the data gathering process.

SCHEDULE OF ACTIVITIES

First Day - Morning Session

8:00 - 8:30	Registration	DECRD Staff
8:30 - 9:00	Opening Remarks	Regional Director
9:00 - 12:00	Orientation	DAP, EMPITAF, and OSBC Staff
	Importance and Role of Statistics in Educational Planning	
	Overview of the REG/ED Data Bank Project	
12:00 - 1:30	Open Break	

Afternoon Session

1:30 - 5:00	Status Report on Data Collection and Data Processing (1971-72 to 1975-76)	DAP, OSBC Staff and Participants
	Presentation of MIS Forms 1-17	DAP, EMPITAF and OSBC Staff
	Discussion of Procedure for Distribution Accomplishment and Allocation of MIS Forms	DAP, EMPITAF, and OSBC Staff

Second Day

8:00 A.M. - 3:00 P.M. Workshop

Analysis of New course 8-17 DAF, EOPICAF,
and OSEC Staff

Feedback on the System

(Data collection and processing
and information dissemination)

Development of Regional and
Division Form Distribution
and Collection Systems DAF, EOPICAF
and OSEC Staff