

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

April 5, 1977

DEPARTMENT MEMORANDUM
No. 81, s. 1977

REGIONAL SEMINAR ON THE PREPARATION OF DISTRICT/
DIVISION/REGIONAL STATISTICAL BULLETINS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. A one-day seminar will be conducted in all regional centers on April 12 to discuss the use of Data Bank Forms (4C, 6A-b, 7A-c, 8A-a, 9, and 10A-b) and the preparation of statistical bulletins on the district, division and regional levels. Inclosed is the schedule of activities of the seminar.
2. Authorized to attend the seminar in each region are the following: assistant regional director as chairman, 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. However, in the absence of either of these, a division supervisor designated by the school superintendent may attend.
3. Among the matters to be taken up during the session are the following: (1) Preparation of the district, division, regional statistical bulletins; (2) Presentation and analysis of DEC-MIS Forms; and (3) Systematizing distribution and retrieval of data gathering forms, including the mechanics for call up.
4. Arrangements for and the management of the seminar in accordance with the attached program shall be made by the regional director. In the conduct of the seminar, the regional director and his staff shall be assisted by the DEC Planning Service staff.
5. The regional office shall reimburse the travelling expenses of the participants out of the Sub-Cash Disbursement Ceiling (SCDC) allotted to the

region for this purpose, subject to the usual accounting rules and regulations. Travel expenses of consultants, however, shall be paid in Manila chargeable against appropriate MIS funds.

6. Preferential attention to this matter is desired.

(SGO.) JUAN L. MANUEL
Secretary of Education and Culture

Incl.:

As stated

Reference:

Department Memorandum: No. 301, s. 1976

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

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

EXPENSES
REPORTS
SEMINARS
STATISTICS (Data)
SURVEY

APRIL 1977 REGIONAL SEMINAR ON THE PREPARATION OF
DISTRICT/DIVISION/REGIONAL STATISTICAL BULLETINS

Objectives:

1. To develop competencies in the preparation of district, division and regional statistical bulletins.
2. To further develop regional and division collection system for obtaining up-to-date and reliable statistical data for educational planning.

. SCHEDULE OF ACTIVITIES

Morning Session

- 8:00 - 8:30 - Registration DECHO Staff
8:30 - 9:00 - Opening Remarks .. Regional Director
9:00 - 12:00 - Orientation Planning Service
- 9:00 - 9:30 - Briefing on the format and content of the district, division, and regional statistical bulletins
9:30 - 10:30 - B r e a k
10:30 - 11:30 - Discussion on the procedure for preparing district, division, and regional statistical bulletins
11:30 - 12:00 - Presentation and analysis of new forms (Forms 4C to 10B)

Afternoon Session

- 1:00 - 1:30 - Discussion on the problems and difficulties encountered in the accomplishment and collection of DEC Data Bank Forms
2:00 - 2:30 - Strengthening the regional and division form collection through a system of call-up
2:30 - 3:00 - Call on unsubmitted reports
3:00 - 3:30 - B r e a k
3:30 - 4:30 - Distribution of Forms 4C to 10B