

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

September 27, 1977

DEPARTMENT MEMORANDUM  
 No. 207, s. 1977

REGIONAL OFFICES TO ASSIST STATE BUREAUS WITH  
 UP-TO-DATE INFORMATION ON FIELD ACTIVITIES

To: Bureau Directors  
 Regional Directors

1. To enable this Office to have up-to-date information on what is going on in all levels of education - elementary, secondary, vocational-technical, higher and non-formal, it is desired that regional offices furnish the state bureaus all the necessary information on field activities. Since these bureaus serve in advisory capacity to this Office in the formulation of policies and programs and in the evaluation of on-going programs and projects, they should have the necessary information on how well the educational system is accomplishing its goals and what can be done to further improve its effectiveness.
2. In this connection, division chiefs in all regional offices are requested to prepare quarterly status reports covering the areas indicated below:

Official	Area to be Covered in the Reports	Report to be Addressed to:
(1) Chief of Elementary Education Division	Pre-Elementary and Elementary Education	Director of Elementary Education
(2) Chief of Secondary Education Division	Secondary and Vocational-Technical Education	Director of Secondary Education
(3) Chief of Higher Education Division	Higher Education	Director of Higher Education

3. These reports should be submitted through the regional director in accordance with the following schedule:

Frequency of Reports	Periods Covered	Date Due at the DEC
First report	June to August	September 10
Second report	Expanded to September to November	December 10
Third report	December to February	March 10
Fourth report	March to May	June 10

4. It is suggested that the first report covering the months of June, July, and August should include, among other items, data on enrolments, number of schools, number of teachers, etc., in view of the fact that this is the first report after the opening of classes. The succeeding reports should give information on on going and completed projects, in-service training programs, studies, supervisory observations, etc. The reports may include proposals and recommendations. The report covering the months of March, April, and May, should include data on number of graduates at all levels, dropout rates, and other items in connection with evaluation activities. It may also include plans for the coming school year.

5. The first report expected in this office this year is due December 10. It is suggested that the first report which covers the months of September to November be expanded to include items of information covering the period from the opening of classes up to the end of November so that this office will have information on what was done during the previous year.

(SIGNED) CAROL L. BROWN  
Secretary of Education and Culture

Reference:

DepEd Order

Attachment: 1--(DepEd Order 70)

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

PLANS & OFFICES  
OFFICIALS  
REPORTS