



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihum
Office of the Secretary*

March 6, 2000

DECS MEMORANDUM
No 94 s 2000

**INVOLVEMENT OF DECS PERSONNEL IN THE 2000 CENSUS
ON POPULATION AND HOUSING**

To Bureau Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Cultural Agency Directors
Schools Division/City Superintendents

1 A Census of Population and Housing (Census 2000) will be conducted on May 1, 2000 by virtue of Commonwealth Act 591 which authorizes the National Statistics Office (NSO) "to prepare for and undertake all censuses of population, agriculture industry and commerce" and Batas Pambansa Blg 72 which provides for the taking of an integrated census every ten (10) years beginning in 1980

2 The 2000 Census of Population and Housing (Census 2000) shall provide government planners, policy makers and administrators with data on which to base their social and economic development plans and programs. Relative to this, a Memorandum of Agreement (MOA), copy enclosed, was signed between the Department of Education, Culture and Sports (DECS) and the National Statistics Office (NSO) to clarify the role of DECS field personnel in the successful operation of Census 2000

3 In view of this, it is advised that the DECS regional and field offices implement the provisions of this MOA and conduct publicity and information campaigns to disseminate the purposes of the forthcoming 2000 Census on Population and Housing. Some classrooms of the various public and private elementary and secondary schools should also be made available during the training of the census enumerators in all the regions throughout the country

4 It is desired that this Memorandum be given preferential attention and disseminated to all concerned for their information and guidance

Andrew Gonzalez
ANDREW GONZALEZ F&C
Secretary

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Encl

As stated

Reference

DECS Memorandum No 487, s 1999

Allotment 1—(D O 50-97)

To be indicated in the Perpetual Index
under the following subjects

✓ BUREAUS & OFFICES
✓ CENSUS

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS

This Memorandum of Agreement is made and entered into by and between

The DEPARTMENT OF EDUCATION CULTURE AND SPORTS with principal office at Ultra Pasig City herein represented by **Secretary Andrew Gonzalez, FSC** and hereinafter referred to as the DECS

AND

The NATIONAL STATISTICS OFFICE with principal office at Solicare Bldg R Magsaysay Blvd herein represented by **Administrator Tomas P Africa** herein referred to as the NSO

WITNESSETH

WHEREAS by virtue of Commonwealth Act 591 which authorized the Bureau of the Census and Statistics now known as the National Statistics Office (NSO) to prepare for and undertake all censuses of population agriculture industry and commerce and Batas Pambansa Blg 72 which provides for the taking of an integrated census every ten (10) years beginning in 1980 a Census of Population and Housing will be conducted on May 1 2000

WHEREAS the NSO will conduct the 2000 Census of Population and Housing (Census 2000) with the basic objective of providing government planners policy makers and administrators with data on which to base their social and economic development plans and programs Specifically it aims to obtain a complete count of the population its size composition and distribution in the Philippines and to take stock of the housing units or living quarters existing in the country and to get information about their geographic location structural characteristics available facilities and other household characteristics

WHEREAS NSO requires about 40 000 enumerators to complete the census operations in a 25 day period

WHEREAS NSO for purposes of field quality control will field one Team Supervisor for every five enumerators one Census Area Supervisor for every municipality or every ten Team Supervisor whichever is applicable

WHEREAS Section 7 of Batas Pambansa Blg 72 states that public school teachers shall be employed for enumeration work and for such service shall be paid an honorarium as may be determined by National Census Coordinating Board (NCCB) in no case not less than two hundred

fifty pesos and shall receive service credits equivalent to the number of days rendered in census work

WHEREAS Section 4 of Batas Pambansa Blg 72 provides that the Division Superintendent of Schools shall be the Vice Chairman and the Provincial Statistics Officer of NSO shall be the Executive Officer of the Provincial Census Board the City Superintendent of Schools shall be the Vice Chairman of the City Census Board and the District Supervisor shall be one of the members of the Municipal Census Board

WHEREAS Proclamation No 205 by the President of the Philippines Joseph Ejercito Estrada declaring 2000 as the National Census Year calls upon the heads of the Departments of the Government and its agencies and instrumentalities including government owned or controlled corporations as well as local government units and all citizens to give their support and cooperation so that the success of this undertaking may be ensured

WHEREFORE the parties do hereby agree on the employment of the DECS personnel as Census Area Supervisors Team Supervisors and Enumerators in the 2000 Census under the following terms and conditions

- 1 That the DECS shall issue a memorandum circular to the Regional Directors for the involvement of the District Supervisors or the next in rank as Census Area Supervisors in areas where there are insufficient number of Statistical Coordination Officers (SCO) of NSO and for principal head teachers and classroom teachers as team supervisors or enumerators
- 2 That the NSO shall provide the DECS with the list of areas where there are no NSO Statistical Coordination Officers to act as Census Area Supervisors and a list of the number of enumerators needed for each municipality not later than February 15 2000 In cases where additional enumerators are required the Provincial Statistics Officer of NSO will communicate with the respective Division Superintendent of Schools
- 3 That the Census Area Supervisor(s) in a city/municipality shall be designated by the respective Division Superintendent of Schools in consultation with the Provincial Statistics Officer of NSO in the area using the following guidelines preferably a resident of or assigned in the city/municipality preferably not more than 55 years of age and physically fit to travel from among the District Supervisors or Principals not later than March 1 2000
- 4 That in the absence of a District Supervisor in the city/municipality or if the District Supervisor or principal would not qualify as specified in No 3 above the next in rank DECS personnel shall be designated as Census Area Supervisor in that city/municipality

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- 5 That the Enumerators shall be drawn from among the head teachers and classroom teachers having the following qualifications preferably a resident of or assigned in the city/municipality or barangay preferably not more than 45 years of age physically fit and able to speak the local dialect and the selection of such shall be done by the Division Superintendent of Schools upon recommendation of the District Supervisor of the area in consultation with the Provincial Statistics Officer
- 6 That in case the number of teachers available for enumeration work in a city/municipality does not fill the required number NSO through the Provincial Statistics Officer shall consider and recruit for enumeration work non teaching personnel of DECS other government personnel other educationally qualified individuals in that order of priority provided they meet the qualifications specified in Section 5
- 7 That the assignment of DECS personnel to act as Enumerators shall be the responsibility of the Regional and/or Provincial Statistics Officers of the NSO in their respective jurisdiction
- 8 That the training of the District Supervisors (or next in rank) as Census Area Supervisors shall take place from April 10 to 15 2000 and the training of the teachers as enumerators for the census shall be from April 24 to April 28 2000
- 9 That those who have already undergone training as Census Area Supervisor Team Supervisor and Enumerator should not back out unless on exceptional grounds otherwise shall be dealt with appropriate administrative action to be set jointly by DECS and NSO
- 10 That the selection of the Team Supervisors (TS) shall be done by the Census Area Supervisors (CAS) in areas where no principal TS designate is available after the training of enumerators for the census work following the guidelines set by the NSO
- 11 That the concerned DECS personnel shall undertake the fieldwork for the census starting on May 1 2000 until the completion of their work in their assigned area but not to extend beyond June 1 2000 unless otherwise justified as per evaluation of their immediate supervisor in their census work
- 12 That any Census Area Supervisor Team Supervisor or Enumerator found to be negligent in carrying out his/her duties as specified in the Census 2000 Supervisor's and Enumerator's Manual respectively shall be dealt with appropriate administrative action to be set jointly by the DECS and NSO
- 13 That for their satisfactory participation in the census the DECS personnel shall be paid by the NSO an honorarium proportional to the number of days rendered for enumeration

	<u>Not to Exceed</u>
CAS	P 7 500
TS	5 000
EN	4 000

14 That with respect to travelling expenses

- a The DECS personnel who will be hired and will act as Census Area Supervisors Team Supervisors and Enumerators shall be entitled to actual and necessary expenses for ordinary transportation to and from the provincial training center during the training per diem at the rates prescribed by Executive Order No. 248 for those official school station is outside the city/municipality where the training will be held and reimbursement of actual and reasonable transportation expenses incurred during enumeration
- b All of the above stated travelling expenses shall be paid by the NSO through the Provincial Statistics Officer on staggered basis as follows

<u>Fixed TL</u>	<u>CAS</u>	<u>TS/EN</u>
1 st payment	April 26 2000	May 8 2000
<i>Period covered</i>	<i>April 15-21 2000</i>	<i>April 24-29 2000</i>
2 nd payment	May 8 2000	May 27 2000
<i>Period covered</i>	<i>April 24-29 2000</i>	<i>May 1-24 2000</i>
3 rd payment	May 27 2000	
<i>Period covered</i>	<i>May 1-24 2000</i>	

- 15 That pursuant to Section 7 of Batas Pambansa Blg. 72 and upon certification of services by NSO the teachers selected as Census Area Supervisor Team Supervisor or Enumerators who are appointed under the teacher leave basis shall receive one day service credit for each day of actual service rendered including training as certified by the NSO
- 16 That the DECS shall provide the use of classrooms for the training of census enumerators
- 17 That the DECS shall launch a publicity and information drive through announcement of the census undertaking in school activities PFA meeting DECS sponsored for, etc.
- 18 That DECS and NSO shall develop a module on the importance of census data for use in elementary and high school classes
- 19 That provision of Section 699 Revised Administrative Code shall apply to any Census Area Supervisor Team Supervisor or Enumerator

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who shall be paid the benefits by the National Statistics Office, his/her next of kin or other persons entitled to such benefits pursuant to the provisions of the law.

IN WITNESS WHEREOF, the parties hereunto set their hand on this 24th day of February, 2000, at the City of Manila, Philippines.

ANDREW GONZALEZ, FSC

Deputy Secretary

Tomas P. Africa
Administrator
National Statistics Office

SIGNED BY THE REGISTRAR

[Signature] Registrar - Cellar

Republic of the Philippines
City of

Before me, a Notary Public, Secretary Andrew Gonzalez, FSC with Residence No. 2723 issued at Manila and Administrator Tomas P Africa with Residence No. Manila issued at Manila on this 24th day of February, 2000, known to me and to me known to be the signers of the foregoing instrument and who acknowledged the execution of their own free will and voluntary act.

WITNESSED AND SIGNED on the 24th day of February, 2000, at the City of Manila, Philippines.

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[Signature]
ATTY. MARIBETH E. CACHO
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JANUARY PUBLIC
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PER # 268764 6/8/99 MLA