

Republic of the Philippines

Department of Education

DepED Complex, Meralco Avenue, Pasig City



JUL 1 0 2009

DepED MEMORANDUM No. 308, s. 2009

NATIONAL WORKSHOP ON DEFINING REQUIREMENTS FOR SCHOOL INFORMATION SYSTEM (SIS) AND VALIDATION OF SYSTEM DESIGN

To: Regional Directors
Schools Division/City Superintendents

Heads, Public Elementary and Secondary Schools

All Others Concerned

- 1. The Office of Planning System (OPS) will conduct the National Workshop on Defining Requirements for School Information System (SIS) and Validation of Systems Design in two (2) clusters. It will be held on August 17-21, 2009 in Metro Manila for Luzon Cluster and on August 24-28, 2009 in Davao City for Visayas and Mindanao Cluster.
- 2. This 2-cluster exercise aims to further strengthen the system to be more responsive to the needs of various educational stakeholders and establish ownership of the upcoming SIS among school heads themselves. Specifically, it aims to:
 - a. determine school heads' needs in shifting to School-Based Management (SBM) mode in terms of features/functionalities and data/information requirements;
 - b. advocate stakeholder ownership and accountabilities;
 - c. validate data dictionary that defines the data element of the SIS; and
 - d. appraise the school heads on the results of the SBM Grant Monitoring and related concerns.
- 3. Authorized to attend this national workshop are the following:
 - a. Representatives from the Central Office and Project Strengthening the Implementation of Basic Education Selected Provinces in the Visayas (STRIVE);
 - b. Regional Planning Officers; and
 - c. School Heads from the following types of schools to be identified by the regions and divisions:

Elementary	Secondary
Regular School with SPED Classes	Regular
Regular School with SPED Centers	Regular with Special Programs
National Special School	Special ((Science, Art, Techvoc,
SPED Center/School	Agriculture, Special
Multigrade School	School for Handicapped, Special for Gifted)
Central School	
Non-Central School (Complete/Incomplete)	

- 4. The Regional Planning Officers are invited, in line with their key role in educational planning and eventual task of monitoring divisions' management of the SIS at the school level. A planning meeting will be held prior to the workshop to serve as venue for the Regional Planning Officers to be oriented on:
 - a the management and utilization of SIS;
 - b their roles and accountabilities with regard to the system;
 - c. their tasks/assignments in the workshop; and
 - d. their future assistance to the divisions in the Quality Assurance and Accountability System (QAAS) roll-out.
- 5. Enclosure Nos. 1 and 2 contain the Detailed List of Participants and the Indicative Program of Activities, respectively. Exact venue will be communicated after actual venue procurement.
- 6. Regional and school level participants' travel expenses, per diem and other incidental expenses shall be reimbursed during the activity, subject to the usual accounting rules and regulations while the travel expenses of DepED Central Office and Project STRIVE participants shall be charged against their respective funds.
- 7. For clarification and/or confirmation/submission of participants, please call the OPS-PDED c/o Mr. Erwin Yumping/Mr. Jonathan Diche at tel no.: 635-3983; Ms. Marites Telewik, tel. no.: 633-7256 and Ms. Cynthia Aniceto, tel. no.: 635-3763; e-mail: pdedops@yahopo.com
- 8. Immediate and wide dissemination of this Memorandum is desired.

Secretary

Secretar

Encls.:

As stated Reference: None

Allotment: 1--(D.O. 50-97)

To be indicated in the <u>Perpetual Index</u> under the following subjects:

SCHOOLS WORKSHOPS

Sally: SIS June 22, 2009

National Workshop on Defining School Requirements for School Information System (SIS) and Validation of Systems Design

LIST OF PARTICIPANTS

LIST OF PARTIC	ACCUPATION OF THE PROPERTY OF	
Offices	Cluster 1	Cluster 2
	(August 10-14, 2009)	(August 17-21, 2009)
	No. of Participants	No. of Participants
Central Office	5	5
Undersecretary Ramon C. Bacani		
Asec. Jesus L.R. Mateo		
Dir. Milagros T. Talinio	2	
Ms. Esther Dijamco, OPS-RSD		
Nicolas Tenezas	The state of the s	
SIS/BEIS Working Group	17	17
Erwin Yumping, OPS-PDED		17
Deogracias Genito, OPS-RSD-DBMU	The state of the s	
John Dispo, OPS-RSD-DBMU		
Jeremiah Gumboc, OPS-RSD		
Josephine Martinez, OPS-RSD		
Jonathan Diche, OPS-PDED		
Elmer Guizano, ICTU		
Jane Bautista, OPS-PPD		
Dexter Pante, OPS-PDED		
Felix Villanueva, OPS-PFSED		
BEE, BSE, BALS, HNC, FMS, HRDS, NETRC		
ICT-TC	3	2
Dir. Paul Soriano	3	3
Elcid Pangilinan		
John Macasio		
Project STRIVE	2	
Resurrecion Cruz	2	2
Allan Parks		
Donor Partners		-
Prof. Honesto Nuqui, World Bank	2	2
Ma. Lourdes de Vera/Teresita Felipe, UNICEF		
Regional Planning Officers (one representative per region)		
per region)		
Regions I, II, III, IV-A, IV-B, V, NCR & CAR		
1, 11, 111, 1V-A, 1V-D, V, NCR & CAR	8	
Regions Vi, VII, VIII, IX, X, XI, XII,		
CARAGA & ARMM	200	9
School Heads (representing different type os	103	
schools as reflected in the DepED Memo)	192	216
Region I	24	
Region II	5,000,00	
Region III	24	
Region IV-A	24	
Region IV-B	24	
Region V	24	
NCR	24	
CAR	24	
NAT II N	24	

Region VI		
Region VII		24
Region VIII		24
		24
Region IX		24
Region X		24
Region XI		24
Region XII		24
CARAGA		24
ARMM		24
Management Team	6	6
Miriam Coprado	1	1
Erlinda Sevilla	1	- Maria
Lotus Postrado	1	1
Isidra Afunggol	1	1
Ma. Victoria Necesito		1
Rhea Cristina Rabin		1
Mariel Bayangos	1	-4-
Katrina Lajara	1	1
Secretariat	6	6
Marites Telewik	1	1
Cynthia Aniceto	1	1
Juliet Nuval	1	1
Ruby Vidanes	-	4
Romeo Sotio	1	1
Cecilio Peralta	1	1
Froilan Flores	1	1
Christopher Magbanua	1	Т
Disbursing Officers/Accountant	3	3
Lilia San Valentin	1	1
Ruby Aquino	1	1
Accounting Staff (to be identified)	1	1
TOTAL	244	200
	244	269

Enclosure No. 2 to DepED Memorandum No. 308, s. 2009

National Workshop on Defining School Requirements for School Information System (SIS) and Validation of Systems Design

Indicative Programme of Activities

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	Giving out of Certificates	Summary of Agreements on Data Requirements	Summary of Agreements on School Core Operations and Processes		4	4	
	Closing Program Resentation of Pledge of Commitment by Region OU's Commitment	4	4	> SIS and Enhanced BEIS			330.6
	VII Synthesis and Next Steps > Synthesis of Agreements Made > Next Steps	Presentation of Workshop 2 Outputs	Presentation of Workshop 1 Outputs	II. ICT for governance > Overall IS Initiatives of DepED	> Overview > Expectations from Participants (in terms of Outputs)	Registration	
					Priming Activity for the SHs	Settling In	1-3
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	VI SBM Grants Results of M&E of 2006-2007 Plans for 2009 Strategies for School Opening	*	4		Orientation of *RPOs on Workshop Objectives and Design	4	12-Oct
	 Summary of the Reports Identification of the Reports Required by Level 			> NCBTS			
	Presentation of Workshop 3 Outputs:			I. BESRA Orientation and Updates:	(OPS, ICT-TC, SIS fask Force)		
				> Workshop Objectives	on Workshop Objectivs and Design	TRAVEL TIME	
GOING HOME	Workshop 3: Discussion of Existing School Reports and Forms	Workshop 2 Identification of r Data Requirements to Support Core School Operations	Workshop 1 Identification and Description of School Core Operations and Critical Processes for 1 SY Per Type of School	Opening Program	Pre-Workshop Meeting among CO Participants		830-10
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August 22	August 21	August 20	August 19	August 18	August 17	August 16	Cluster 2
C I WC	August 14	м речетания принципальной выпуской принципальной выпуской принце	August 12	August 11	August 10	August 09	Cluster 1
	DAY 5	DAY 4	DAY3	DAY 2	DAY 1	DAY 0	er per contracte en tractación de tractación com

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> Results of M&E of 2006-2007 > Plans for 2009 > Strategies for School Opening	> Resu > Plann > Strat	4		Workshop Objectives and Design	←	
VI. SBM Grants	VI. SB			Orientation of *RPOs on		12-Oct
Required by Level	Requir		> NCBTS > QAAS			
> Summary of the Reports > Identification of the Reports	> Sum		> SBM			
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			> Workshop Objectives	Design	TRAVEL TIME	78
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						AM
July 10 July 17	July 9 16	July 8 July 15	July 7 July 14	July 6 July 13	July 5 July 12	Cluster 2
DAY 5	DAY 4	DAY 3	DAY 2		DATO	