



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, Agriculture, Special School for Handicapped, Special for Gifted)
SPED Center/School	
Multigrade School	
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@yahoo.com

8. Immediate and wide dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference: None

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

To be indicated in the Perpetual Index
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

Offices	Cluster 1 (August 10-14, 2009)	Cluster 2 (August 17-21, 2009)
	No. of Participants	No. of Participants
Central Office Undersecretary Ramon C. Bacani Asec. Jesus L.R. Mateo Dir. Milagros T. Talinio Ms. Esther Dijamco, OPS-RSD Nicolas Tenezas	5	5
SIS/BEIS Working Group Erwin Yumping, OPS-PDED Deogracias Genito, OPS-RSD-DBMU 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	17	17
ICT-TC Dir. Paul Soriano Elcid Pangilinan John Macasio	3	3
Project STRIVE Resurrecion Cruz Allan Parks	2	2
Donor Partners Prof. Honesto Nuqui, World Bank Ma. Lourdes de Vera/Teresita Felipe, UNICEF	2	2
Regional Planning Officers (one representative per region) Regions I, II, III, IV-A, IV-B, V, NCR & CAR Regions VI, VII, VIII, IX, X, XI, XII, CARAGA & ARMM	8	9
School Heads (representing different type os schools as reflected in the DepED Memo) Region I Region II Region III Region IV-A Region IV-B Region V NCR CAR	192 24 24 24 24 24 24 24 24	216

Region VI		24
Region VII		24
Region VIII		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	
Lotus Postrado	1	1
Isidra Afunggol	1	1
Ma. Victoria Necesito		1
Rhea Cristina Rabin		1
Mariel Bayangos	1	
Katrina Lajara	1	1
Secretariat	6	6
Marites Telewik	1	1
Cynthia Aniceto	1	1
Juliet Nuval	1	
Ruby Vidanes		1
Romeo Sotio	1	1
Cecilio Peralta	1	1
Froilan Flores		1
Christopher Magbanua	1	
Disbursing Officers/Accountant	3	3
Lilia San Valentin	1	1
Ruby Aquino	1	1
Accounting Staff (to be identified)	1	1
TOTAL	244	269

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

Indicative Programme of Activities

	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
Cluster 1 Cluster 2	August 09 August 16	August 10 August 17	August 11 August 18	August 12 August 19	August 13 August 20	August 14 August 21	August 15 August 22
AM							
830-10	TRAVEL TIME	Pre-Workshop Meeting among CO Participants on Workshop Objectives and Design (OPS, ICT-TC, SIS Task Force)	Opening Program > Workshop Objectives I. BESRA Orientation and Updates > SBM > NCBTS > QAAS	Workshop 1: Identification and Description of School Core Operations and Critical Processes for 1 Sy Per Type of School	Workshop 2: Identification of Data Requirements to Support Core School Operations	Workshop 3: Discussion of Existing School Reports and Forms Presentation of Workshop 3 Outputs > Summary of the Reports > Identification of the Reports Required by Level	GOING HOME
12-Oct		Orientation of *RPOs on Workshop Objectives and Design				VI. SBM Grants > Results of M&E of 2006-2007 > Plans for 2009 > Strategies for School Opening	
PM				LUNCH			
1-3	Setting In Registration	Priming Activity for the SHS > Overview > Expectations from Participants (in terms of Outputs)	II. ICT for governance > Overall IS Initiatives of DepED > SIS and Enhanced BEIS	Presentation of Workshop 1 Outputs	Presentation of Workshop 2 Outputs	VII. Synthesis and Next Steps > Synthesis of Agreements Made > Next Steps Closing Program > Presentation of Pledge of Commitment by Region > CO's Commitment	
330-6				Summary of Agreements on School Core Operations and Processes	Summary of Agreements on Data Requirements	> Giving out of Certificates	
7	WELCOME DINNER						
	DINNER						

* Regional Planning Officers to act as co-facilitators

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Rhea Cristina Rabin		1
Mariel Bayangos	1	
Katrina Lajara	1	1
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7	WELCOME DINNER						
8pm onwards				DINNER			
						SOCIALS	

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