

Republic of the Philippines  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Pasig City

July 17, 1995

DECS O R D E R  
No. 42, s. 1995

**REGULAR ANNUAL COLLECTION AND PROCESSING OF BASIC  
EDUCATION DATA**

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. The annual activities of the Department start this school year with the distribution, collection and processing of the unified data gathering forms which essentially generate basic school data.
2. The unified data gathering forms covering SY 1995-1996 shall consist of the following:
  - a. Public Elementary School Profile
  - b. School District Profile
  - c. Data on Special Education School and Pupil Data
  - d. Unified School Profile (for elementary, secondary and post-secondary/technical-vocational)
3. The data gathering instruments are designed for electronic data processing. Thus, the design and revision of these forms and the development of the computer program to process the data have been undertaken by the Office of the Planning Service (OPS). Facsimiles of these forms have been developed and shall be distributed by OPS to the regional offices for reproduction.
4. The regional offices shall be responsible for the printing, distribution, collection and processing of the school profiles of all schools within their respective regions. The head of the regional planning unit and the chiefs of promotional divisions shall jointly undertake the distribution and collection of the accomplished forms.
5. Schools superintendents, vocational school superintendents/administrators, secondary school principals, district supervisors and heads of elementary schools are held responsible and accountable for the prompt, complete and accurate filling up of the data gathering forms and the timely submission of the same.
6. Heads of public elementary schools shall submit their duly accomplished school profiles to the district office where they belong on or before the third Friday of September. Heads of public secondary schools and private schools offering elementary and/or secondary education shall submit their duly accomplished school profiles to the division office where they belong on or before the first Monday of October.

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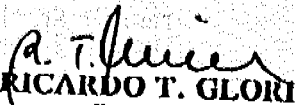
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7. The district offices shall submit their school profiles of public elementary schools to their respective division offices on or before the first Monday of October. Division offices shall submit the school profiles of all the offices under their jurisdiction to their respective regional offices on or before the third Friday of October.
8. The regional offices shall electronically process the elementary school profile, school district and unified school profiles to produce school district, school division and regional statistical bulletins. The outputs, in hard copies and diskettes, shall be submitted to OPS on or before the last week of December. OPS shall then consolidate the regional outputs to produce the Department's statistical bulletin.
9. Statistical bulletins produced by the regional offices shall be distributed to their respective district and division offices on or before the first week of January. The DECS Statistical Bulletin shall be distributed by OPS to the DECS regional offices, bureaus, centers, government and nongovernment organizations and interested data users on or before the last week of March.
10. The regional directors are advised to implement rigid data control and verification procedures to ensure complete, accurate and reliable data. They are also directed to hold the school administrators responsible and accountable for the accuracy and completeness of the entries in the unified data gathering forms.
11. Full attention and strict compliance with this Order is earnestly requested of all concerned to ensure the successful implementation of this annual statistical activity.
12. This Order supersedes previous DECS Orders regarding annual collection and processing of basic education data.

  
RICARDO T. GLORIA  
Secretary

Reference: DECS Order: No. 61, s. 1994

Allotment: 1-2-3-4--(M.O. 1-87)

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

FORMS  
OFFICIALS  
REPORTS

RULES & REGULATIONS  
SCHOOLS  
STATISTICS (Data)

## GUIDELINES FOR ACCOMPLISHING THE UNIFIED SCHOOL PROFILE

### SPECIFIC INSTRUCTIONS

#### School Identification Data

- The complete name of the school should be given. If its name was changed during the previous school year, the old name should be entered and enclosed in parenthesis after the current name.
- The complete address of the school should be provided.
- Enter all the codes which would best describe the school.

#### Basic School Data

- No item should be left blank, instead, "zero or 0" or "not applicable (N/A)" should be written.

#### A. & B. Elementary and Secondary Education

- The data being requested cover both the current and the previous school year as indicated in Tables 1 and 2.
- The current and previous enrollment figures shall include the number of repeaters. In the case of data on combination and multi-grade classes, enrollment figures shall be distributed across corresponding grade levels. However, the total enrollment for combination/multi-grade classes shall also be indicated. The distribution of figures by grade/year level shall also apply to number of repeaters, promotions, failures, dropouts, transfers in and out, half-and, PEPT qualifiers and classes.
- Pre-school enrollment, if any, should be included whether or not pre-school classes are provided for under the school's regular budget.
- No. of Repeaters refers to the pupils/students who failed or left a particular grade/year level during a given school year.
- No. of Graduates refers to Grade VI pupils who completed the same grade level or to YEAR IV students who completed the secondary level.
- No. of Transferees In refers to pupils/students who entered the school from another school either public or private.
- No. of Transferees Out refers to pupils/students who left the school to enter another school as evidenced by the request for permanent record (Form 137).
- No. of Half-and refers to pupils/students who finished a grade/year, stopped schooling and enrolled in the next grade/year level after a school year or more.
- No. of Philippine Education Placement Test (PEPT) Qualifiers refers to those who qualified in the PEPT and enrolled during the current school year.

UNFILED SCHOOL PROFILE

A unified data collection and processing of basic data of public and private institutions shall be undertaken by the Office of Planning Service (OPS) starting school year 1993-1996.

This form has been developed by the OPS, in consultation with the Bureau, centers, the National Statistics Office, the National Statistical Coordination Board and other government agencies to gather the following: (a) school data, (b) pupil-student data and (c) personnel data.

Heads of government, private education institutions and vocational school superintendents administrators are held responsible and accountable for the prompt, complete and accurate filling-up of this data gathering form & the timely submission of the same. They shall submit their duly accomplished forms to the Commission on Higher Education (CHED) on or before the last Friday of October.

SCHOOL IDENTIFICATION

SY 1993-1996

Name of Institution \_\_\_\_\_  
Address \_\_\_\_\_

Head of Institution \_\_\_\_\_  
Designation \_\_\_\_\_

Street, Brgy., Municipality, Province, City \_\_\_\_\_

RTOI

Sector Type (Encircle One Code Only)

- Government
  - 11 - State Univ. Coll.
  - 12 - DECS Supervised College
  - 13 - City University College
  - 14 - Community College

Campus

- 1 - Main
- 2 - Satellite Branch Extension Annex

Ownership

- 1 - Owned
- 2 - Not Owned
- 2.1 - In the process of acquisition
- 2.2 - Not in the process of acquisition

Levels of Education Offered (Encircle All That Apply)

- 10 - Pre-school
- Elementary
  - 21 - Complete
  - 22 - Incomplete

- Secondary
  - 30 - General
  - 40 - Vocational

- 41 - Agricultural
- 42 - Agro-Fisheries
- 43 - Agro-Industrial
- 44 - Arts & Trades
- 45 - Home Ind. Craftsmanship
- 46 - Fisheries
- 47 - Others

Status of Operation (Encircle One Code Only)

- 1 - In Operation last SY
- 2 - Newly Opened this SY
- 3 - New even if this SY

Do not fill. DECS use only

Region							
Province							
Municipality							
Barangay							
Division							
District							
Inst. Serial #							

Technical/Vocational

- 51 - Agricultural
- 52 - Agro-Fisheries
- 53 - Agro-Industrial
- 54 - Arts & Trades
- 55 - Home Ind. Craftsmanship
- 56 - Fisheries
- 57 - Others



\* No. of Classes per grade/year level refers only to single grade/year classes. Classes with two or more grade levels shall be indicated under combination and multi grade categories, respectively.

\* Shifts (or sessions) refers to two or more time schedule corresponding to different sets of sections (e.g. morning and afternoon shifts).

\* No. of Classrooms refers to the total number of rooms of the school being used during the school year for academic and non-instructional purposes. Non-instructional rooms include library, administrative office.

### C. Technical-Vocational Education

\* Enrollment refers to the number of students enrolled during the first semester of the current school year in technical-vocational/post-secondary courses.

\* Technical-Vocational/Post-Secondary courses are non-degree courses in automotive technology, civil technology, electrical technology, mechanical technology, refrigeration and air conditioning technology, welding and fabrication technology, aerodynamics, electronics data processing, cutting & soft clothing and textiles, service & skills, business office & administration, applied arts, languages, para-medical, personality development, public & security work, agriculture & fishery courses. Duration refers to the length of the courses as three years, two years, one year, six months or less than six months but not less than three months. Use the following codes to indicate the duration:

- 0 - below one year
- 1 - one-year course
- 2 - two-year course
- 3 - three-year course

\* Data on the number of graduates during the three school terms of the previous school year should be categorized by course.

1. Complete this form for each course you offer. Please use the following instructions to fill out this form.

Specific Courses (Non-Degree Courses)	Major Field of Specialization	Duration	DECOS use only CODE	ENROLLMENT BY COURSE YEAR								GRADUATES					
				FIRST		SECOND		THIRD		FOURTH		Fifth	Fifth	1st Semester	2nd Semester	Summer/ Winter	Summer/ Winter
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female





Personnel Data

\* Teachers with Full-time Teaching Load refer to those who are handling not less than 15 hours per week. Per MECS Circular No. 6, series of 1974, a teacher gets an equivalent of one subject load reduction for each regular extra-curricular activity assigned to him. Therefore, a teacher whose total actual teaching load plus equivalent load is at least 15 hours is considered as one with full teaching load.

\* Administrative and Support Personnel refer to those holding administrative and support positions such as principals, medical staffs, office clerks, janitors, and other similar positions.

\* Number of Teaching Personnel by Position Title and by Status of Employment includes all position title, i.e., teacher position in the Personnel Allocation List, as of the start of the current school year whether currently filled or vacant. Extension positions released after the current school year shall therefore be excluded. Permanent teachers are those who take the place of permanent teachers who go on leave for the entire school year. Permanent teachers inactive service are those with current school year teaching loads and/or given local designation (i.e., as librarian). Substitute teachers are those who take the place of permanent teachers who go on leave for the entire school year. Permanent teachers on detail are those assigned/detailed in other office/unit and are not actively teaching. Temporary/provisional teachers are those not having permanent status or appointment but are however performing the same assignments as those of permanent teachers. Permanent/temporary/provisional teachers on leave, refers to those who go on sick, vacation, study and/or maternity leave during the current school year.

\* Specialization of Teaching Personnel refers to the field of specialization or majors of the teachers. For "Others", indicate the specialization and the number of teachers who are not one of those enumerated in the list.

D. Number of Secondary School Teachers with Subject Specialization

Subject Specialization	LN	Major	RT 06	
			Male	Female
English	01			
Pilipino	02			
Mathematics	03			
Science	04			
Health	05			
Music	06			
Values Education	07			
Physical Education	08			
Home Economics/Technology	09			
Industrial Arts	10			
TOTAL				

F. GOVERNMENT INSTITUTIONS ONLY: No. of Teaching Personnel in Technical/Vocational Schools

Administrative & Support Personnel	LN	Male	Female
Vocational College/School Superintendent	11		
Principal/Inspector	12		
Vocational School Administrator	13		
Vocational School Dean	14		
Vocational Department Head	15		
Vocational Instruction Supervisor	16		
Home Industries Training Supervisor	17		
Vocational Project Training Supervisor	18		
Vocational Placement Supervisor	19		
Administrative Officer	20		
Secondary School Principal	21		
Registrar	22		
Head Teacher	23		
Instructor	24		
Teacher	25		
Education Program Specialist	26		
Teaching Aids Specialist	27		
TOTAL			

Prepared by:

(Signature Over Printed Name)

ID: [signature]

E. Specialization of Teaching Personnel in School Technical Centers

Major Field of Specialization	LN	Full-Time		Part-Time	
		Male	Female	Male	Female
Aeronautics	01				
Applied Science	02				
Automotive Technology	03				
Business Office	04				
Administration	05				
Civil Technology	06				
Crafting and Textiles	07				
Cottage Craft	08				
Electrical Technology	09				
Electronics Technology	10				
Electronics Data Processing	11				
Languages	12				
Medical Technology	13				
Communication	14				
Para-Medical	15				
Personality Development	16				
Food and Security Craft	17				
Robotics and Air Conditioning	18				
Service Trades and Skills	19				
Agriculture	20				
Welding and Fabrication	21				
Graphics (Please specify)	22				
TOTAL					

G. Number of Post-Secondary Teachers by Status of Appointment

Permanent	Full-Time				Substitute/ Contractual Emergency Worker	Total
	Active	On Leave	Active	On Leave		
Male						
Female						
TOTAL						

Certified True and Correct by School Head:

(Signature Over Printed Name)

# FLOWCHART FOR THE SUBMISSION OF THE SCHOOL/DISTRICT/ TERTIARY INSTITUTION PROFILE BY 1995 - 1995

