



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Marikina Avenue, Pasig City

OFFICE OF THE SECRETARY

October 2, 1997

DECS ORDER
No. 73, s. 1997

REGULAR ANNUAL COLLECTION AND PROCESSING OF
BASIC EDUCATION DATA

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State 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 1997-1998 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 and secondary)
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 programs to process the data have been undertaken by the Office of the Planning Service (OPS).
4. 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.

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Reference:

DECS Order: No. 64, s. 1996

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

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

FORMS

OFFICIALS

REPORTS

RULES & REGULATIONS

SCHOOLS

STATISTICS (DATA)