



Republic of the Philippines
Department of Education
Region XIII - CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

January 14, 2020

DIVISION MEMORANDUM

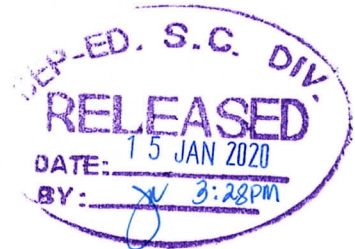
No. 11 s. 2020

TO : Assistant Schools Division Superintendent
Chiefs- SGOD and CID
PSDSs of the 10 Districts
SMME and PRU staff of the SGOD
This Division

FROM : *For:* **KAREN L. GALANIDA, PhD., CESO VI**
Schools Division Superintendent

SUBJECT : **DISTRICT and SCHOOL PROFILING (Inventory for Data Updating and Validation)**

[Handwritten signature: Karen L. Galanida]



One of the findings during the Fourth Quarter SMEA presentation that was conducted last January 9, 2020, was the inconsistencies of data on the total number of teachers and enrolment of learners. Thus, there is a need to conduct school profiling by district in order to validate the data from the field with the data from the Planning Section and come up with consistent and valid data for analysis and policy recommendation.

In this connection, each of the ten (10) Districts of this Division is tasked to conduct a **District and School Profiling** by accomplishing the following tables (please see attachments 1-3):

- I. Inventory of Teaching and Teaching Related Personnel
- II. Inventory of School Heads and Enrolment
- III. School Profile

Additionally, consolidated data from Table III (School Profile) will also serve as the bases for setting the standard target output for Instructional Supervision of the Public Schools District Supervisors and School Heads per quarter.

Submission of the Consolidated District and School Profiles should be done on or before Friday, January 17, 2020. The School Management, Monitoring and Evaluation (SMME) Section of the Schools Governance Operations Division (SGOD) is tasked to consolidate the submitted data and validate these data with the available data at the Planning Section. The Planning section, being the

data bank of the Division, will then come up with updated and validated data which will should also be disseminated to the field through a *Division Bulletin*.

Digital copy of the abovementioned tables can be accessed through the shared files of the SMEA chat group with the filename *Division and School Profiling.xlsx*. Submitted softcopies of the tables must be in MS Excel (.xls) format for easier consolidation.

Immediate dissemination and compliance of this memorandum is desired.



Address : M. Ortiz St., Brgy. Washington, Surigao City
Telephone No. : (086) 826-3075
Email : surigao.city@deped.gov.ph

Attachment 1



Republic of the Philippines
 Department of Education
 Region XIII - CARAGA
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

I. INVENTORY OF TEACHING AND TEACHING-RELATED PERSONNEL

District _____

A. Teaching Related

School	Designation (indicate the number)										
	P-IV	P-III	P-II	P-1	HT - 4	HT-3	HT-2	HT-1	MT-II	MT - I	T-III
TOTAL											

B. Teachers (Actual Teaching)

School	No. of Teachers by Designation							Total Teaching personnel
	MT-II	MT - I	T-III	T - II	T-I	SPED	Volunteer LSB	
TOTAL								

Submitted by : _____ (Name and Signature of PSDS)

Date submitted :



Address : M. Ortiz St., Brgy. Washington, Surigao City
 Telephone No. : (086) 826-3075
 Email : surigao.city@deped.gov.ph

Attachment 2



Republic of the Philippines
Department of Education
Region XIII - CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

II. INVENTORY OF SCHOOL HEADS AND ENROLMENT

District : _____

No. of School Heads/ OIC	Enrolment as of January 2020/ Grade Level	
	Grade	Enrolment
	Kindergarten	
	Grade 1	
	Grade 2	
	Grade 3	
	Grade 4	
	Grade 5	
	Grade 6	
	Grade 7	
	Grade 8	
	Grade 9	
	Grade 10	
	Grade 11	
	Grade 12	
	TOTAL	

Submitted by : _____ (Name and Signature of PSDS)

Date submitted : _____



Address : M. Ortiz St., Brgy. Washington, Surigao City
Telephone No. : (086) 826-3075
Email : surigao.city@deped.gov.ph

Attachment 3



Republic of the Philippines
Department of Education
Region XIII - CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

III. SCHOOL PROFILE

District : _____

Note : To be accomplished by District

School	Name of School Head	Designation of School Head	No. of Teachers	No. of Grade Levels offered	Total no. of Learners

Submitted by : _____ (Name and Signature of PSDS)

Date submitted : _____



Address : M. Ortiz St., Brgy. Washington, Surigao City
Telephone No. : (086) 826-3075
Email : surigao.city@deped.gov.ph