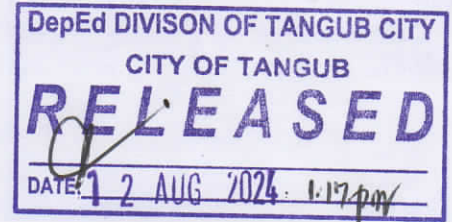




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



August 6, 2024

DIVISION MEMORANDUM

No. 259 s. 2024

**ORIENTATION ON THE DATA COLLECTION FOR THE RESEARCH
ON THE ENROLLMENT DECLINE OBSERVED IN SY 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District In-charge
Secondary and Elementary School Heads
All Others Concerned

1. In adherence to the OUA-OUT-071524-P4-1 Memorandum and Regional Memorandum 0539, s. 2024, this Office enjoins the *Division ALS Focal Person, Public Schools Districts-In-Charge, School Heads of all Secondary and Integrated Schools, and District ALS Coordinators/Mobile Teacher* to join the Orientation on the Conduct of Data Collection for the Research on Enrollment Decline last SY 2023-2024 on **August 8, 2024, 3:00 P.M.** at the Division Conference Hall.
2. Attached are the Regional and Central Office Memorandum.
3. Immediate dissemination of this Memorandum is highly desired.

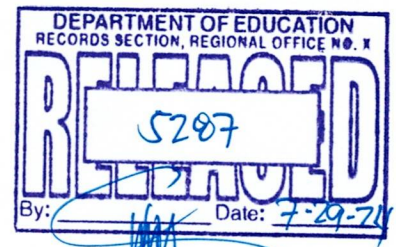
SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



July 26, 2024

REGIONAL MEMORANDUM
No. 039 s. 2024

DATA COLLECTION FOR THE RESEARCH
ON THE ENROLLMENT DECLINE OBSERVED IN SY 2023-2024

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. To further an evidence-based decision-making within the Department of Education (DepEd), the Planning Service-Policy Research and Development Division (PS-PRDD) of the Central Office (CO) is undertaking a study on the observed enrollment decline in SY 2023-2024.
2. It was found out that the Grade Levels Kinder, 8, 9, 10, and 12 had the most significant enrollment changes between S.Y. 2022-2023 and S.Y. 2023-2024. Consequently, the regions that experienced the lowest enrollment turnout include Regions VIII, IX, X, XII, BARMM, and CARAGA.
3. To understand the factors related to low enrollment, a survey questionnaire will be deployed to out-of-school children and youth (OSCY) from the specified regions. Hence, the PS-PRDD is requesting the assistance of the Research Coordinators of the Policy, Planning, and Research Division (PPRD), SEPS for Planning and Research, Division ALS Focal Persons, Public Schools District Supervisors, District ALS Coordinators/Mobile Teachers, and School Heads of the concerned Regional Offices (ROs), Schools Division Offices (SDOs), and schools. Details of the assistance are as follows:
 - a. Regional Research Coordinator**
 - i. Ensure the progress of mapping respondents and administering the survey questionnaire with the technical assistance requested from the SDOs; and
 - ii. Provide technical support and guidance to SDOs on collecting, managing, and submitting the required data to PS-PRDD.
 - b. Division Research Coordinator/SEPS (Planning and Research)**
 - i. Translate the survey questionnaire into a local dialect.
 - ii. Orient the personnel involved in the data gathering.
 - iii. Disseminate the Data Gathering Tool.
 - iv. Monitor the administration and progress of the data gathered.
 - v. Provide technical assistance to the personnel involved.
 - vi. Report to the Regional Office on the progress of the administration of the data gathering.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email: region10@deped.gov.ph
Website: r10.deped.gov.ph

Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 1

c. Division ALS Focal Person

- i. Help monitor the administration and progress of the data gathered.
- ii. Assist the Division Research Coordinator/SEPS (Planning and Research) in implementing the activity.

d. Public Schools District Supervisor

- i. Monitor the compliance of the schools.
- ii. Ensure the compliance of Public Schools within their jurisdiction to meet the target number of respondents.
- iii. Guide the School Heads and the District ALS Coordinators/Mobile Teachers in conducting the activity.

e. School Head

- i. Identify the OSCY for the SY 2023-2024 who completed grades 7,8,9 and 11 in SY 2022-2023 and input the data through the link <https://tinyurl.com/3d77np73>.
- ii. Administer the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.
- iii. Encode the collected answered survey and email it directly to PS-PRDD to ps.prd@deped.gov.ph.
- iv. Scan and keep the collected answered survey.
- v. Coordinate with the District ALS Coordinator/Mobile Teacher in the administration of the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.

f. District ALS Coordinator/Mobile Teacher

- i. Co-administer and coordinate with the School Head the consent forms and the translated survey questionnaires to two identified OSCY in line with the data gathering guide.

4. For clarification and information, please contact Jick Lloyd M. Melloria, Education Program Specialist, Policy, Planning, and Research Division (PPRD), at jicklloyd.melloria@deped.gov.ph.

5. Attached are the indicative schedule of activities and the sampling disaggregated by division and schools.

6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
Reference: OUA-OUT-071524-P4-1
To be indicated in the Perpetual Index
under the following subjects:

ENROLLMENT RESEARCH SURVEY

RE: Data Collection for the Research on the Enrollment Decline Observed in SY 2023-2024

PPRD/jick

Indicative Schedule of Activities

Activities	Target Date	In-charge
Briefing with ROs and SDOs	July 24, 2024	CO
Translation of Consent Forms, Assent Forms, and Survey Questionnaire	July 24-29, 2024	SDO
Submission of the Translated Tool to CO	July 25, 2024	SDO
Submission of the Translated Materials	July 29, 2024	SDO
Encoding of Data in the RO Link	July 30-August 2, 2024	Schools
Distribution of Translated Materials	August 1-2, 2024	CO
Divisional Orientation	August 5-6, 2024	SDO
Administration of the Translated Survey Questionnaire	August 7-9, 2024	Schools
Scanning and Encoding of the Responses	August 12-13, 2024	Schools
Last Day of Submission of Survey Questionnaire	August 14, 2024	Schools

Sampling Disaggregated by Division and School

Region	Division	Number of Schools offering JHS and/or SHS per division	Sample per Division	Target Sample per School
Region X	Bukidnon	123	246	2
	Cagayan de Oro City	50	100	
	Camiguin	16	32	
	El Salvador City	9	18	
	Gingoog City	33	66	
	Iligan City	33	66	
	Lanao del Norte	85	170	
	Malaybalay City	30	60	
	Misamis Occidental	62	124	
	Misamis Oriental	126	252	
	Oroquieta City	15	30	
	Ozamiz City	24	48	
	Tangub City	16	32	
	Valencia City	33	66	
Total Sample:		1310		

OFFICE OF THE REGIONAL DIRECTOR

Date: _____

FROM : _____

DTS # 24-

ARD

CHIEF:

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| <input type="checkbox"/> HRDD | <input type="checkbox"/> E8SD | <input type="checkbox"/> ADMIN |
| <input type="checkbox"/> FTAD | <input checked="" type="checkbox"/> PPRD | |

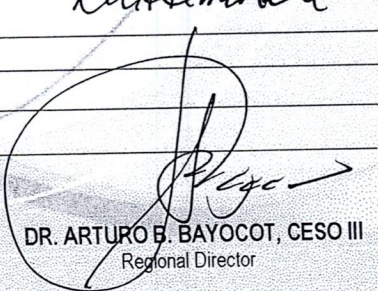
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| <input type="checkbox"/> ICT |

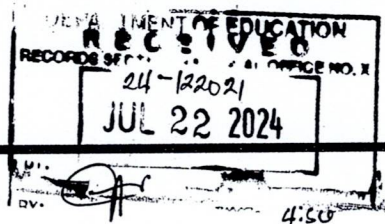
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| <input type="checkbox"/> INDORSE | <input type="checkbox"/> ACT | <input type="checkbox"/> OTHERS | <input type="checkbox"/> RECOMMEND |

Disseminate



DR. ARTURO B. BAYOCOT, CESO III
Regional Director



16 am
AGA; DEPED X NORTHERN MINDANAO; DEPED XII
N VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA

PED BAYBAY CITY; BORONGAN CITY DIVISION; CALBAYOG
tydivision15@gmail.com; DEPED EASTERN SAMAR; DEPED
PED MAASIN CITY; NORTHERN SAMAR; DEPED ORMOC
ped.gov.ph; DEPED SOUTHERN LEYTE; DEPED TACLOBAN
ITY; DEPED DAPITAN CITY; DEPED ISABELA CITY; Danny
y; depedzanortedivision@yahoo.com;
com; DEPED ZAMBOANGA SIBUGAY; Deped Bukidnon;
O CITY; depedcamiguin@gmail.com; DEPED EL SALVADOR
y; DEPED ILIGAN CITY; hazel jerusalem; DEPED
ped Misamis Occidental; MISAMIS ORIENTAL;
com; deped1miz; DEPED TANGUB CITY; depedvalencia21
ORTE; DEPED AGUSAN DEL SUR;
om; DEPED BISLIG CITY; deped.butuan@deped.gov.ph;
HR; DEPED SIARGAO; DEPED SURIGAO CITY; DEPED
IRIGAO DELSUR DIVISION; DEPED TANDAG CITY; DEPED
DEPED KIDAPAWAN; DEPED KORONADAL CITY;
l.gov.ph; DEPED SARANGGANI; SOUTH COTABATO; DEPED
D TACURONG CITY; PPRD REGION8; PPRD DEPED
ANNING POLICY AND RESEARCH DIVISION; PPRD
A; Karla Sio; Marie Christ Apit; Ella Ansay; Meynard
Encarnacion; Franzeska Anthonette Reyes; Anna Victoria

Subject:

Gariguez; Airen Ledesma; Bryan Ferrer
Re: [SIGNED MEMORANDUM] Data Collection for the Research on the Enrollment
Decline Observed in SY 2023-2024

Attachments:

PRDD-MEMO-072024-207_Data Collection for the research on the Enrollment
Decline Observed in SY 2023-2024.pdf

Dear DepEd Colleagues:

Greetings!

As mentioned in the attached memorandum, the virtual orientation inviting the **Research Coordinators** of the identified regions and **SEPS** for Planning and Research from the respective Schools Division Offices will be held on **Wednesday, 24 July 2024, 9AM onwards via MS Teams**. The Planning Service-Policy Research and Development Division (PS-PRDD) apologizes for the confusion. The link for this virtual meeting will be sent to you soon.

We would also like to remind the target participants to confirm their attendance on or before 23 July 2024 through the link below: <https://forms.office.com/r/9Yuj9wTT6d>.

Should you have any questions, you may contact the PS-PRDD through this email address, and/or telephone number: (02) 8633-7257.

We are looking forward to your positive response. Thank you.

Regards,

Policy Research and Development Division
 Planning Service
 2nd Floor Alonzo Bldg., DepEd Complex,
 Meralco Avenue, Pasig City
 8635-3976

From: PS

Sent: Friday, July 19, 2024 4:03 PM

To: DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>

Cc: DEPED BAYBAY CITY <baybay.city@deped.gov.ph>; DEPED BAYBAY CITY <baybay.city@deped.gov.ph>; BORONGAN CITY DIVISION <borongancity.region8@deped.gov.ph>; CALBAYOG CITY <calbayogcity@deped.gov.ph>; depedcatbalogancitydivision15@gmail.com <depedcatbalogancitydivision15@gmail.com>; DEPED EASTERN SAMAR <eastern.samar@deped.gov.ph>; DEPED LEYTE <leyte@deped.gov.ph>; DEPED LEYTE <leyte@deped.gov.ph>; DEPED MAASIN CITY <maasin.city@deped.gov.ph>; NORTHERN SAMAR <northern.samar@deped.gov.ph>; DEPED ORMOC CITY <ormoc.city@deped.gov.ph>; western.samar@deped.gov.ph <western.samar@deped.gov.ph>; DEPED SOUTHERN LEYTE <southern.leyte@deped.gov.ph>; DEPED TACLOBAN CITY <tacloban.city@deped.gov.ph>; DEPED DIPOLOG CITY <dipolog.city@deped.gov.ph>; DEPED DAPITAN CITY <dapitan.city@deped.gov.ph>; DEPED ISABELA CITY <isabela.city@deped.gov.ph>; Danny Cordova <pagadian.city@deped.gov.ph>; Zamboanga City <zamboanga.city@deped.gov.ph>; depedzanortedivision@yahoo.com <depedzanortedivision@yahoo.com>; depedzambosur@gmail.com <depedzambosur@gmail.com>; DEPED ZAMBOANGA SIBUGAY <zamboanga.sibugay@deped.gov.ph>; Deped Bukidnon <bukidnon@deped.gov.ph>; DEPED CAGAYAN DE ORO CITY <cagayandeoro.city@deped.gov.ph>; depedcamiguin@gmail.com <depedcamiguin@gmail.com>; DEPED EL SALVADOR CITY <elsalvador.city@deped.gov.ph>; Deped Gingoog City <gingoog.city@deped.gov.ph>; DEPED ILIGAN CITY <iligan.city@deped.gov.ph>; hazel jerusalem <lanao.norte@deped.gov.ph>; DEPED MALAYBALAY CITY <malaybalay.city@deped.gov.ph>; Deped Misamis Occidental <misamis.occidental@deped.gov.ph>; MISAMIS ORIENTAL <misamis.oriental@deped.gov.ph>; depedoroquieta@gmail.com <depedoroquieta@gmail.com>; deped1miz <deped1miz@gmail.com>; DEPED TANGUB CITY <tangub.city@deped.gov.ph>; depedvalencia21@gmail.com <depedvalencia21@gmail.com>; AGUSAN NORTE <agusan.norte@deped.gov.ph>; DEPED AGUSAN DEL SUR <depedagusandelsur@deped.gov.ph>; deped.bayugan@gmail.com <deped.bayugan@gmail.com>; DEPED BISLIG CITY <bislig.city@deped.gov.ph>; deped.butuan@deped.gov.ph <deped.butuan@deped.gov.ph>; SDO CABADBARAN CITY HR <sdocabadbarancity.hr@deped.gov.ph>; DEPED SIARGAO <siargao@deped.gov.ph>; DEPED SURIGAO CITY <surigao.city@deped.gov.ph>; DEPED SURIGAO DEL NORTE <surigao.delnorte@deped.gov.ph>; SURIGAODELSUR DIVISION <surigaodelsur.division@deped.gov.ph>; DEPED TANDAG CITY <tandag.city@deped.gov.ph>; DEPED GENERALSANTOS CITY <generalsantos.city@deped.gov.ph>; DEPED KIDAPAWAN <kidapawan.city@deped.gov.ph>; DEPED KORONADAL CITY <koronadal.city@deped.gov.ph>; cotabato.division@deped.gov.ph <cotabato.division@deped.gov.ph>; DEPED SARANGGANI <saranggani@deped.gov.ph>; SOUTH COTABATO <south.cotabato@deped.gov.ph>; DEPED SULTAN KUDARAT <sultan.kudarat@deped.gov.ph>; DEPED TACURONG CITY <tacurong.city@deped.gov.ph>; PPRD REGION8 <pprd.region8@deped.gov.ph>; PPRD DEPED REGIONAL OFFICE IX <region9.pprd@deped.gov.ph>; PLANNING POLICY AND RESEARCH DIVISION <pprd.region10@deped.gov.ph>; PPRD REGION12 <pprd.region12@deped.gov.ph>; PPRD CARAGA <pprd_caraga@deped.gov.ph>; Karla Sio <karla.sio@deped.gov.ph>; Marie Christ Apit <mariechrist.apit@deped.gov.ph>; Ella Ansay <ella.ansay@deped.gov.ph>; Meynard Villanueva <meynard.villanueva001@deped.gov.ph>; Angela Noelle Encarnacion <angela.encarnacion@deped.gov.ph>; Franzeska Anthonette Reyes <franzeska.reyes@deped.gov.ph>; Anna Victoria Gariguez <anna.gariguez@deped.gov.ph>; Aireen Ledesma <aireen.ledesma@deped.gov.ph>; Bryan Ferrer <bryan.ferrer@deped.gov.ph>

Subject: [SIGNED MEMORANDUM] Data Collection for the Research on the Enrollment Decline Observed in SY 2023-2024

Dear DepEd Colleagues:

Greetings!

The Planning Service-Policy Research and Development Division (PS-PRDD) is currently conducting a study on the **Enrollment Decline Observed in SY 2023-2024**, in support of the evidence-based decision-making mandate of the Department of Education.

It was found that the grade levels Kinder, 8, 9, 10, and 12 had the most significant enrollment changes between S.Y. 2022-2023 and S.Y. 2023-2024. Consequently, the regions that experienced the lowest enrollment turnout include Regions 8, 9, 10, 12, CARAGA, and BARMM.

To understand the factors related to low enrollment, the PS-PRDD will deploy a survey questionnaire to out-of-school children and youth (OSCY) from the specified regions. In this regard, the PS-PRDD invites Regional Offices through the **Research Coordinators**, and Schools Division Offices through the **SEPS** for Planning and Research to a virtual orientation on **23 July 2024, 9AM onwards via MS Teams**. Target participants shall confirm their attendance through the link below: <https://forms.office.com/r/9Yuj9wTT6d>.

For more information, please find the attached signed memorandum. Should you have any questions, you may contact the PS-PRDD through this email address, and/or telephone number: (02) 8633-7257.

We are looking forward to your positive response. Thank you.

Regards,

Policy Research and Development Division

Planning Service

2nd Floor Alonzo Bldg., DepEd Complex,

Meralco Avenue, Pasig City

8635-3976



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

OUA-OUT-071524-P4-1

MEMORANDUM

TO : **Regional Directors** (Region 8, 9, 10, 12, BARMM, CARAGA)

EVELYN R. FETALVERO, Region 8
DR. RUTH L. FUENTES, Region 9
DR. ARTURO B. BAYOCOT, Region 10
CARLITO D. ROCAFORT, Region 12
MARIA INES C. ASUNCION, CARAGA

ATTN : **Schools Division Superintendents of Regions VIII, IX, X, XII and CARAGA**

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

SUBJECT : **Data Collection for the research on the Enrollment Decline Observed in Sy 2023-2024**

DATE/TIME : 15 July 2024

In support of the evidence-based decision-making in the Department of Education, the Planning Service-Policy Research and Development Division (PS-PRDD) is currently conducting research on the **Enrollment Decline Observed in SY 2023-2024**.

It was found that the grade levels Kinder, 8, 9, 10, and 12 had the most significant enrollment changes between S.Y. 2022-2023 and S.Y. 2023-2024. Consequently, the regions that experienced the lowest enrollment turnout include Regions 8, 9, 10, 12, BARMM, and CARAGA.

To understand the factors related to low enrollment, a survey questionnaire will be deployed to out-of-school children and youth (OSCY) from the specified regions. In this regard, the PS-PRDD is requesting the assistance of the Research Coordinators of the Policy, Planning and Research Division (PPRD), SEPS for Planning and Research and School Heads of the concerned Regional Offices (ROs), Schools Division Offices (SDOs) and schools, respectively. Details of the assistance are as follows:

For the ROs through the Research Coordinators:

- a. Ensure the progress of mapping respondents and administering the survey questionnaire with the technical assistance requested from the SDOs; and

- b. Provide technical support and guidance to SDOs on collecting, managing, and submitting the required data to PS-PRDD

For the SDOs through the SEPS for Planning and Research:

- a. Translate survey questionnaires and assent letters into a widely used local dialect to be utilized in the data-gathering process (*See Annex 1 for Reference Materials*);
- b. Coordinate with all public schools within their jurisdiction to provide the target number of respondents (*see Annex 2 for the details*); and
- c. Disseminate the data gathering guide and translated survey questionnaires to the schools for administration.


For the School Heads:

- a. Identify OSCY for the school year 2023-2024 who completed grades 7, 8, 9, and 11 in SY2022-2023; and
- b. Administer the consent forms and the translated survey questionnaires to two (2) identified OSCY in line with the data gathering guide.

To discuss the details of the research and the data gathering process, the PS-PRDD requests the participation of the Research Coordinators and SEPS for Planning and Research of the concerned ROs and SDOs to the online orientation on **24 July 2024, 9 AM onwards**. Target participants shall confirm their attendance through this link: <https://forms.office.com/r/9Yuj9wTT6d> on or before **July 23, 2024**. For concerns and clarifications regarding this matter, please contact the PS-PRDD through the email address ps.prd@deped.gov.ph and/or telephone number: (02) 8633-7257.

For your reference and consideration. Thank you.

Annex 1. Link to the Assent Forms and Survey Questionnaires

Files	Link	QR Code
<ul style="list-style-type: none"> Assent Forms Survey Questionnaire (English Version) Translation Tool 	https://tinyurl.com/SDOFiles	

Annex 2. Sampling Disaggregated by Region, Division, and Schools

Region	Divisions	Sample per Division	Number of schools offering JHS and/or SHS per division	Target Sample per School
Region VIII	Baybay City	34	17	2
	Biliran	46	23	
	Borongan City	16	8	
	Calbayog City	84	42	
	Catbalogan City	18	9	
	Eastern Samar	122	61	
	Leyte	340	170	
	Maasin City	42	21	
	Northern Samar	184	92	
	Ormoc City	56	28	
	Samar (Western Samar)	204	102	
	Southern Leyte	106	70	
	Tacloban City	36	42	
Total Sample:			1288	

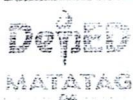
Region	Divisions	Sample per Division	Number of schools offering JHS and/or SHS per division	Target Sample per School
Region IX	Dapitan City	34	17	2
	Dipolog City	34	17	
	Isabela City	30	15	
	Pagadian City	62	31	
	Zamboanga City	98	49	
	Zamboanga del Norte	294	147	
	Zamboanga del Sur	298	149	
	Zamboanga Sibugay	174	87	
	Total Sample:			

Region	Divisions	Sample per Division	Number of schools offering JHS and/or SHS per division	Target Sample per School
Region X	Bukidnon	123	246	2
	Cagayan de Oro City	50	100	
	Camiguin	16	32	
	El Salvador	9	18	
	Gingoog City	33	66	
	Iligan City	33	66	
	Lanao del Norte	85	170	
	Malaybalay City	30	60	
	Misamis Occidental	62	124	
	Misamis Oriental	126	252	
	Oroquieta City	15	30	
	Ozamis City	24	48	
	Tangub City	16	32	
	Valencia City	33	66	
Total Sample:		1310		

Region	Divisions	Sample per Division	Number of schools offering JHS and/or SHS per division	Target Sample per School
Region XII	General Santos City	58	29	2
	Kidapawan City	54	27	
	Koronadal City	20	10	
	North Cotabato	416	208	
	Sarangani	272	136	
	South Cotabato	266	133	
	Sultan Kudarat	208	104	
	Tacurong City	16	8	
Total Sample:		1310		

Region	Divisions	Sample per Division	Number of schools offering JHS and/or SHS per division	Target Sample per School
CARAGA	Agusan del Norte	94	47	2
	Agusan del Sur	226	113	
	Bayugan City	26	13	
	Bislig City	40	20	
	Butuan City	98	49	
	Cabadbaran City	28	14	
	Dinagat Island	70	35	
	Siargao	50	25	
	Surigao City	44	22	
	Surigao del Norte	80	40	
	Surigao del Sur	224	112	
	Tandag City	16	8	
Total Sample:		996		

Room A-205, 2nd Floor Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telefax No.: (02) 8687-2744; Email: ps.od@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

Region	Divisions	Sample per Division	Number of schools offering JHS and/or SHS per division	Target Sample per School
CARAGA	Agusan del Norte	94	47	2
	Agusan del Sur	226	113	
	Bayugan City	26	13	
	Bislig City	40	20	
	Butuan City	98	49	
	Cabadbaran City	28	14	
	Dinagat Island	70	35	
	Siargao	50	25	
	Surigao City	44	22	
	Surigao del Norte	80	40	
	Surigao del Sur	224	112	
	Tandag City	16	8	
	Total Sample:			



Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City

Annex 3. Data Gathering Guide using the Survey Form

I. Background

The Planning Service-Policy Research and Development Division (PS-PRDD) of the Department of Education (DepEd) supports evidence-based decision-making through policy development, research management, and sector monitoring and evaluation. To support the development of relevant policies and programs for the Philippine basic education system, the PS-PRDD is undertaking its first in-house research to address the 1.9 million decline in student enrollment for SY 2023-2024. It was observed that the grade levels affected the most by the decline are Kindergarten, Grade 8, Grade 9, Grade 10, and Grade 12 whereas the regions where enrollment in these grade levels declined the most can be found in BARMM, CARAGA, Region 8, Region 9, Region 10, and Region 12. Thus, the PS-PRDD seeks to identify the causes of this shortfall through the perspectives of **the out-of-school children and youth (OSCY) who did not enroll in S.Y. 2023-2024 from the said grade levels and regions.**

The research data gathering process is divided into two (2) phases that involve survey form and focus group discussions (FGD). The first phase involves gathering data through the administration of survey questionnaires to the target population. The survey will focus on identifying the reasons behind the non-enrollment of students, among other factors. It will be distributed among the Regional Offices (RO), Schools Division Offices (SDO), and to all public schools offering Junior and Senior High Schools to identify the support and technical assistance to the researchers. Details of the assistance needed are as follows:

For the RO through the Research Coordinators:

- a. Ensure the progress with the technical assistance requested from the SDOs; and
- b. Provide technical support and guidance to SDOs on collecting, managing, and submitting the required data to PS-PRDD.

For the SDO through the SEPS for Planning and Research:

- a. Translate survey questionnaires and assent letters into common local dialect to be utilized in the data-gathering process.
- b. Coordinate with all public schools within their jurisdiction to provide the target number of respondents; and

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- c. Disseminate the data gathering guide and translated survey questionnaires to the schools for administration.

For public schools through the School Heads:

- a. Identify OSCY for the school year 2023-2024 who successfully completed grades 7, 8, 9, and 11; and
- b. Administer the consent forms and translated survey questionnaires to two (2) identified OSCY in line with the data gathering guide.

II. Translation of Data Gathering Documents

• For SDOs

The research instruments for data collection shall be translated directly into the common language spoken by the respondents based in the Visayas and Mindanao regions. The documents for translation are the **informed consent form, assent letters, and the survey questionnaires**. The time allotted for translating is **one week** and must be handed over to the concerned parties upon completion via email correspondence. Below are the protocols for translating the document:

Do's	Don'ts
<ul style="list-style-type: none"> • Keep the main idea of the questions in the survey questionnaires while noting the cultural nuances of the language. • Retain the phrases or words difficult to translate to the native language of the division. • Utilize Tagalog or retain English phrases, words, or terms for readability. 	<ul style="list-style-type: none"> • Create leading questions in the survey because of the translation. • Remove questions or portions of the survey questionnaire and other documents.

III. Data Gathering Procedure through Survey Forms

The respondents of the study will come from target regions. Thus, participation is needed from all the SDOs, limited to public schools offering junior high school (JHS) and senior high school (SHS) as the study's population frame. The procedures for the data-gathering are outlined below.

A. Respondents

The target respondents of the study are the out-of-school children and youth (OSCY) from the SDOs of target regions. Specifically, to qualify as respondents,

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- 1) The individual must either be **grade 7, 8, 9, or 11 completer in S.Y. 2022-2023**; AND
- 2) Did not enroll in school for S.Y. 2023-2024.

Each SDO is assigned a specific number of respondents, which equates to **two (2) respondents per school** within their jurisdiction. The two (2) respondents from each school must represent different grade levels to ensure diversity.

B. Ethical Issues

The collected data from the respondents are for report purposes only and the names will not be used in any presentations or publications resulting from this research. It is also acknowledged that the participants may have sensitivities regarding their decisions.

Rights of Participants

- Participation is voluntary
- Informed consent is obtained (e.g., forms, letters)
- Their personal information and responses are anonymized
- The participants can leave the items that they are not willing to answer blank or not comfortable

C. Administration of the Translated Survey Questionnaire

• For the School Heads

The survey questionnaire consists of questions disaggregated by Personal Information, Family Information, Reasons for Not Enrolling, Peer Influence, Psychosocial, School Life Experience, School Quality, Academic Self Concept, and Financial Constraints. The survey questionnaire can be administered through the (1) online form and (2) pen-and-paper.

1. Online Mode

The online survey questionnaire is a method for collecting data digitally. Through this means, the respondents will receive a copy of the questionnaire via an online link, directing them to the survey in Microsoft Forms. The following protocols must be followed by the school heads before administering the online survey:

Procedures

1. Introduce himself/herself to the participants via telephone call or online correspondence.

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2. Provide a brief rationale and purpose of the study.
3. Open discussions for clarifications and questions from the participant before sending the questionnaire.
4. Inform the respondents of the required forms to fill out before proceeding with the survey questionnaire.
 - a. If the participant is under 18 years old, **an assent form** included in the MS Form must be completed by entering the name of their parent (or legal-age closest relative) on the space provided, indicating their permission for the participant to take part.
 - b. If the participant is of age 18 and above, a consent form embedded in the MS Form needs to be signed by typing their name on the space provided.

2. Pen-and-paper Mode

The pen-and-paper mode refers to the traditional method of administering surveys where respondents manually fill out printed questionnaires using a pen or pencil. This method is suitable for respondents who lack the necessary devices, internet access, and electricity to complete the survey. The following protocols must be followed by the school heads before administering the online survey:

Pre-administration Procedures

1. Introduce himself/herself to the participants and the parents/guardians of the participants upon meeting them.
2. Discuss a brief rationale and purpose of the study.
3. Inform the participant of the required forms to fill out before proceeding with the survey questionnaire.
 - a. If the participant is aged below 18: ask for the **consent of the parents, legal guardian or the closest relative of legal age** and request them to fill out the separate **assent form** provided.
 - b. If the participant is 18 and above: ask them to fill out the **consent letter** embedded in the survey questionnaires.
 - c. If the participant does not have someone to provide consent on their behalf, they will not be included as a respondent, and the administrator should seek another participant.
4. Indicate the required items that the participants need to complete.
5. Give time to participants to answer the survey questionnaire at their own pace.
6. Accommodate participants' concerns or questions while completing the survey.

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7. Ensure that the survey questionnaire is fully accomplished by the respondents.

Post-administration Procedures

1. Keep the completed questionnaire in a secure and confidential location.
2. Accurately encode the participants' responses in the Microsoft Form prepared by PS-PRDD found in this data base (<https://tinyurl.com/LinktoMSForms>)
3. Scan the completed survey questionnaire.
4. Ensure that the scanned survey questionnaire is clear and readable.
5. Email the scanned document and assent forms, with the subject: Region_SDO_School_GradeLevelCompleted_Survey2024 (e.g., Region10_Bukidnon_BaungonNHS_Grade8&9_Survey2024) to ps.prd@deped.gov.ph.
6. Dispose the survey questionnaire properly (i.e. shredding, pulping, burning).

IV. Indicative Timeline for Data Gathering

Activity	Indicative Schedule
Briefing with ROs & SDOs	July 24, 2024
Translation of consent forms, assent forms, and survey questionnaires	July 24-29, 2024
Submission of the translated materials	July 29, 2024
Distribution of translated materials	August 1-2, 2024
Administration of the Translated Survey Questionnaire	August 5 – 16, 2024
Last Day of Submission of Survey Responses	August 16, 2024

V. Protocols

- **For the School Heads**

Do's	Don'ts
1. Raise concerns which are beyond agreements to the concerned representative.	1. Commit or provide clarification on things that are beyond the lead researchers' mandate. Instead,

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<ol style="list-style-type: none">2. Secure informed consent from students and/or their guardians before administering the survey.3. Follow standardized procedures for deploying the questionnaire to ensure consistency and reliability of data collection4. Conduct oneself professionally, respectfully, and courteously at all times, treating all respondents with respect and sensitivity5. Maintain a neutral stance to avoid any influence on participants' answers or showing bias towards certain responses6. Handle sensitive or personal questions with care to ensure that participants feel comfortable and are aware they can skip questions they are uncomfortable with.	<ol style="list-style-type: none">recommend the requesting party to coordinate with PRDD.2. Request for non-work-related favors from the respondents.3. Leave completed questionnaires or data unattended or in unsecure locations4. Use the collected data for purposes other than those specified5. Neglect any issues or significant interactions during the survey process that could impact the data quality or participants' experience6. Expose the documentation material to anyone (e.g. social media and other platforms, unrelated person with the project)
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VI. Link to the Materials



<https://tinyurl.com/QuantiMat24>

The materials that can be found in this link are:

1. Concept Note of the Research
2. SDO- Original Survey Questionnaire (To be Translated by the SDOs)
3. SDO- Assent Forms (To be Translated by the SDOs)
4. SDO- Translation Tool
5. Schools- Translated Survey Questionnaire (*For the use of Survey Administrators*)