



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

July 18, 2024

DIVISION MEMORANDUM
PRS-2024- 366

**PARTICIPATION IN ONLINE SURVEY FOR THE SCHOOL STAFFING
STUDY BY IDINSIGHT**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
School Heads of the Following Public Elementary Schools:
Bante Elementary School
Naga Elementary School
Panonongon Elementary School
Talahiban Elementary School
Tapae Elementary School
Tarabucan Central Elementary School
All Others Concerned

1. In reference to DepEd Memorandum OM-OUHROD-2024-1347, s. 2024, titled "Conduct of Online Survey for the School Staffing Study by IDinsight," this Office informs the field about the participation of select schools in an online study on workload, staffing provision, and school functions among school heads, teachers, and school-based administrative officers.
2. As such, the following schools are enjoined to **answer the online survey from July 15 to August 9, 2024**:
 - a. Bante Elementary School
 - b. Naga Elementary School
 - c. Panonongon Elementary School
 - d. Talahiban Elementary School
 - e. Tapae Elementary School
 - f. Tarabucan Central Elementary School
3. The target school participants of the survey and their assigned links are listed below:
 - a. One (1) School Head – bit.ly/idi-shsurvey
 - b. Five (5) Teachers - bit.ly/tchsurvey
 - c. One (1) school-based administrative officer II (AO II) – bit.ly/ao2survey
4. To aid in monitoring the participation of those who will be answering the survey, school heads are requested to submit the list of personnel with their contact information to galina.panela@deped.gov.ph by **July 26, 2024**.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph/>

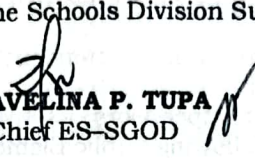
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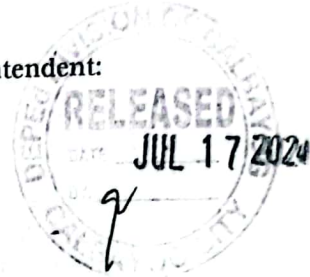
5. For more details, please see the annexes of the said reference memo. For any questions and concerns, please contact Galina V. Panela, SEPS-Planning and Research Section, through her email address.

6. Immediate dissemination of and compliance with this Memorandum are desired.

MARGARITO A. CADAYONA JR. PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


DR. AVELINA P. TUPA
OIC-Chief ES-SGOD



Enclosure: As stated
Reference: As stated

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

- ONLINE SURVEY STAFFING WORKLOAD

SGOD-PRS-GVP



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Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-OUHROD-2024-1343

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
SCHOOL TEACHERS
SCHOOL-BASED ADMINISTRATIVE OFFICERS
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **CONDUCT OF ONLINE SURVEY FOR THE SCHOOL STAFFING STUDY BY IDINSIGHT**

DATE : 11 July 2024

The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is currently developing the School Organizational Structure and Staffing Standards (SOSSS). The Second Congressional Commission on Education (EDCOM 2) supports the initiative and has partnered with IDinsight, a research organization, to conduct a study on workload, staffing provision and school function among **school heads, teachers and school-based administrative officers**. The generated findings shall provide additional empirical support for the policy directions of the SOSSS.

In light of the aforementioned, **all identified schools are requested to answer the online survey at their earliest convenience on any day from July 15, 2024 to August 09, 2024.**

The details of the survey can be found in the following Annexes:

Annex A: Instructions for the IDinsight survey

Annex B: List of participants by Region

Should you have questions, you may contact the Bureau of Human Resource and Organizational Development – School Effectiveness Division through email at **bhrod.sed@deped.gov.ph** or by phone at **8633-5397**.

For immediate dissemination.

I. Study Participants

- a. **The identified schools listed in Annex B shall only participate and answer this survey.**
- b. The target school participants of the survey are the following: **(1) school head, (5) teachers and (1) school-based administrative officer II (AO II).**
- c. If the school does not presently have an administrative officer II (AO II) please disregard the attached administrative officer II survey.
- d. In the event that the school has more than five (5) teachers, the school head should randomize the selection, following this procedure:
 - School heads should refer to an alphabetized list of teachers in that school, in order of last name (A-Z);
 - Select the first 5 teachers on that list to complete the survey;
 - If any of those teachers are not available or do not wish to be surveyed, please continue down the alphabetized list until 5 teachers confirm their availability and willingness to be surveyed;
 - In schools with less than 5 teachers, all teachers within the school will be requested to complete the survey.

II. Data Collection Instruction and Schedule

1. To access the online survey, participants shall refer to the following links:
 - a. School Heads: <https://bit.ly/idi-shsurvey>
 - b. Teachers: <https://bit.ly/tchrsurvey>
 - c. Administrative Officer II: <https://bit.ly/ao2survey>
2. The survey form consists of the following sections: Background, Informed Consent form, Participant Profile, and Survey Proper.
3. **Respondents can access the online survey form from July 15 to August 09, 2024.**

III. Monitoring

To facilitate monitoring and ensure compliance, may we request the **Regional Office (ROs) and Schools Division Office (SDOs)** to **designate (1) focal person** for this data collection. The assigned personnel are requested to fill-up this form: https://bit.ly/ID_SurveyFocal.