



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

August 6, 2024

DIVISION MEMORANDUM
PRS-2024-399

**PARTICIPATION IN DATA COLLECTION FOR THE RESEARCH ON
ENROLLMENT DECLINE OBSERVED IN S.Y. 2023-2024**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
All Public Secondary School Heads
All Others Concerned

1. In reference to Memorandum No. OUA-OUT-071524-P4-1, titled "Data Collection for the Research on the Enrollment Decline Observed in S.Y. 2023-2024," this Office, through the Planning and Research Section (PRS), informs the field of its participation in data collection for the research on the enrollment decline observed in S.Y. 2023-2024.
2. As significant enrollment changes have been observed in grade levels Kinder, 8, 9, 10, and 12 between S.Y. 2022-2023 and S.Y. 2023-2024 in Regions 8, 9, 10, 12, BARMM, and CARAGA, a survey questionnaire will be deployed to out-of-school children and youth (OSCY) in these regions to understand the factors contributing to low enrollment.
3. In line with this, the survey questionnaire will be distributed to the 42 public secondary schools in the Division that offer Junior High School (JHS) and/or Senior High School (SHS). Refer to Enclosure No. 1 for the list of these schools. Consequently, two respondents are required per school, resulting in a total of 84 respondents for the Division.
4. To offer technical support and guidance to schools in identifying respondents, collecting, managing, and submitting necessary data, an **orientation** will be held on **August 7, 2024, from 1:30 PM to 5:00 PM** at the **SDO Conference Hall**. All school heads of the designated secondary schools are enjoined to attend this activity. This Division Memorandum serves as the Travel Order for the participants.
5. In addition, the Assent Forms, Survey Questionnaires, and Data Gathering Guide are available through the following link: <https://tinyurl.com/SDOFiles>.
6. For any questions or concerns, please contact Galina V. Panela, SEPS-Planning and Research Section, at galina.panela@deped.gov.ph.



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

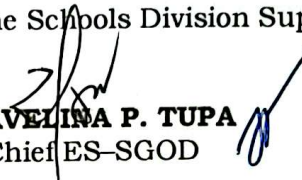
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7. Immediate dissemination of and compliance with this Memorandum are desired.

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:
RESEARCH DATA COLLECTION ENROLLMENT DECLINE

SGOD-PRS-GVP

Enclosure No. 1 of Division Memorandum PRS-2024- 679**List of Public Secondary Schools Offering JHS and/or SHS**

No.	School ID	Schools	Offering
1	501935	Acedillo Integrated School	JHS
2	500807	Bagacay Integrated School	JHS, SHS
3	501844	Basud Integrated School	JHS
4	303647	Cabatuan National High School	JHS, SHS
5	502274	Cabichan Integrated School	JHS
6	502296	Cagbayang Integrated School	JHS
7	501970	Caglanipao Sur Integrated School	JHS
8	502436	Cagmanipis Norte Integrated School	JHS
9	344634	Calbayog Arts and Design School of Eastern Visayas	SHS
10	313801	Calbayog City National High School	JHS, SHS
11	313803	Calbayog City Night High School	JHS
12	502305	Canjumadac Integrated School	JHS
13	313806	Carayman National High School	JHS, SHS
14	500674	Dawo Integrated School	JHS
15	500237	Gadgaran Integrated School	JHS
16	502375	Himalandrog - Seven Hills Integrated School	JHS, SHS
17	502300	Lapaan Integrated School	JHS
18	502297	Limarayon Integrated School	JHS
19	501939	Lonoy Integrated School	JHS
20	502298	Mabini II Integrated School	JHS
21	500239	Macatingog Integrated School	JHS
22	303644	Mag-ubay National High School	JHS, SHS
23	303645	Malaga National High School	JHS, SHS
24	500748	Malajog Integrated School	JHS
25	502301	Mancol Integrated School	JHS
26	502303	Mawacat Integrated School	JHS
27	313802	Migara National High School	JHS
28	303646	Oquendo National High School	JHS, SHS
29	502302	Panoypoy Integrated School	JHS
30	502374	Patong - Happy Valley Integrated School	JHS, SHS
31	313811	Pena I National High School	JHS, SHS
32	303648	Pilar National Agricultural High School	JHS, SHS
33	502299	Pinamurotan Integrated School	JHS
34	303649	R. Lentejas Mem. School Of Fisheries	JHS, SHS
35	303650	San Joaquin National High School	JHS, SHS
36	313812	San Joaquin NHS - Manguino-o Annex	JHS
37	502273	San Jose Integrated School	JHS
38	303651	San Policarpo National High School	JHS, SHS
39	500238	Tabawan Integrated School	JHS, SHS
40	303652	Tarabucan National High School	JHS, SHS
41	500749	Tomaligues Integrated School	JHS
42	303653	Trinidad National High School	JHS, SHS



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	

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.	<p>recommend the requesting party to coordinate with PRDD.</p> <ol style="list-style-type: none">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*)
6. Data Gathering Guide