



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



28 January 2021

**Regional Memorandum**

**HARMONIZATION OF PLANNING AND RESEARCH-RELATED  
RECURRING AND SPECIAL REPORTS**

To **Schools Division Superintendents**  
**All others concerned**

1. One of the region's strategies to strengthen its data management and provide its stakeholders timely, relevant, and reliable basic education reports for evidence-based decision-making is to harmonize all its recurring and special reports. In line with this, the virtual Harmonization of Planning and Research-Related Recurring and Special Reports will be conducted on February 3-4, 2021 via google meet.
2. The activity aims to:
  - 2.1 Map and harmonize all planning and research-related recurring and special reports;
  - 2.2 ensure the preparation of data on the 2021 regional priority indicators;
  - 2.3 craft a masterplan of recurring and special reports that will serve as guide to RO and SDOs and;
  - 2.4 gather issues and concerns, recommendations, and best practices relative to data management, report gathering mechanism and etc.
3. Participants in this activity are the Division Planning Officers (DPOs) and Senior Education Program Specialists (SEPS-for Planning and Research) of the schools division offices.
4. Essential to the conduct of this activity is the accomplishment of the survey form which can be downloaded at: [bit.ly/3cjAHFN](https://bit.ly/3cjAHFN)
5. Likewise, all concerned are enjoined to confirm their attendance on or before **January 29, 2021** by completing the online registration and uploading the accomplished template which can be accessed at: [bit.ly/R4aHP-RRSP](https://bit.ly/R4aHP-RRSP). The link




**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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for the virtual activity and program of activities will be sent to registered email addresses.

6. For queries and other concern, kindly contact Mr. Adrian A. Bullo via email at [adrian.bullo@deped.gov.ph](mailto:adrian.bullo@deped.gov.ph) or [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph).
7. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**WILFREDO E. CABRAL**  
Regional Director

Quality Basic Education

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