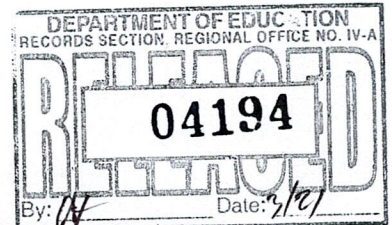




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



08 March 2023

Regional Memorandum
No.137 s.2023

**PROCEDURE IN DATA COLLECTION AND
SUBMISSION OF REPORTS**

To **Schools Division Superintendents**
Regional Office Chiefs


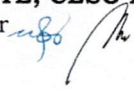
1. To streamline the processing of data and information for urgent reports ensure their accuracy and validity, and make the submission of SDO reports official, this Office hereby issues and directs the implementation of this Procedure in Data Collection and Submission.
2. The steps in data collection and submission of reports are as follow:
 - 2.1 The requesting office (RO Functional Division/Section/Unit) shall send to the SDO through official emails an advance copy of the issuance and/or a notification for advance submission of data for urgent reports through a google space link.
 - 2.2 The Schools Division Superintendent shall refer the request to the concerned Office/Section.
 - 2.3 The CID/SGOD Chief shall facilitate the data collection in collaboration with the concerned focal units/persons, and with the SDO Planning Officer for other inputs and validation. At this level, the signatories are the focal person who prepared and the Chief who noted the report. The initial signature of the Planning Officer shall be affixed below the Chief's name. The signed report shall then be forwarded to the Asst. Schools Division Superintendent.
 - 2.4 The Asst. Schools Division Superintendent shall thoroughly review the report. Upon review, advance copy of the report shall be sent (or encoded through the deployed google space) by the focal person to the RO requesting office for initial utilization and processing. However, the hard copy of the report signed by the ASDS shall be forwarded to the Schools Division Superintendent.
 - 2.5 The Schools Division Superintendent shall approve the report with note "Approved (for Submission and Utilization)".
 - 2.6 The Records Section shall forward the approved official report to RO through region4a@deped.gov.ph, cc: email address of the requesting office, bcc: pprd.calabarzon@deped.gov.ph. The hard copy of the report may be forwarded later to the Regional Office for official endorsement.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



3. Enclosed is a Sample Report for reference.
4. For other queries, please coordinate with Elino S. Garcia, OIC-Chief, Policy, Planning and Research Division through pprd.calabarzon@deped.gov.ph
5. Strict compliance with this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

07/ROP1

Enclosure: **Sample Report**

<i>(Division Heading)</i>					
CURRENT STATE OF LEARNING RESOURCE RECOVERY (LRP) IMPLEMENTATION					
As of _____					
Division: _____					
Date of LRP Commencement at the SDO Level	Current Phase of LRP Implementation	Area of Concern, Focus of LRP <i>(below are examples)</i>	Baseline Data in Each Area before the LRP Implementation *	Identified Gap (in No. or %) in each Area/Focus **	Gain/Improvement (in No. or %) after the Intervention/ PAPs ** <i>(for each Area as of Date)</i>
		1. Numeracy			
		2. Reading Ability			
		3. Proficiency Level			
		4. Others, _____			
<i>Note: * to be filled-up by the focal ** to be filled-up collaboratively by the focal and the PO</i>					
Prepared by: <i>(Focal Person)</i> _____ <i>Position</i> <i>Division/ Section</i>			Noted by: <i>(Name of the Chief)</i> _____ <i>Chief</i> <i>Division</i>		
Reviewed by: <i>(Name of the ASDS)</i> _____ Asst. Schools Division Superintendent			Approved (for Submission and Utilization): <i>(Name of the SDS)</i> _____ Schools Division Superintendent		