

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



23 February 2024

**Unnumbered Memorandum**

**CONDUCT OF DATA-GATHERING ACTIVITIES FOR  
THE DEVELOPMENT OF SCHOOL ORGANIZATIONAL  
STRUCTURE AND STAFFING STANDARDS**

To **Schools Division Superintendents**  
(Antipolo City, Cabuyao City, Cavite Province, Dasmaringas City, Laguna  
Province, Lucena City, Quezon Province, Rizal Province, San Pedro City,  
Tanauan City)

1. The Philippine Normal University, through the Research Center for Teacher Quality (RCTQ), is currently collaborating with the Office of DepEd Undersecretary for Bureau of Human Resource and Organizational Development (BHROD) on the School Organizational Structure and Staffing Standards (SOSSS) project. This initiative aims to develop organizational structures and staffing standards tailored to the unique needs of public elementary and secondary schools.
2. In pursuit of this initiative, DepEd Region IV-A has been entrusted with providing pivotal data essential for the project's success. To accomplish this, the RCTQ will embark on a series of meticulously planned school visits across selected public institutions within Region IV-A. These visits will encompass a spectrum of data-gathering endeavors, ensuring comprehensive insight into educational practices and needs. For detailed insights into the SOSSS fieldwork, please refer to **Enclosure 1**.
3. To ensure the smooth and successful execution of these activities, school heads are kindly requested to make necessary arrangements on schedules and in order to ensure that regular classes remain undisturbed. Similarly, the Regional Office shall coordinate with all concerned Schools Division Offices to provide logistical assistance to the field research team. Additionally, venues should be adequately prepared in advance to facilitate the seamless flow of the activities.
4. The Policy, Planning and Research Division (PPRD), Human Resource Development Division (HRDD), and Curriculum and Learning Management Division (CLMD) shall provide other relevant assistance in the conduct of the activities as necessary.
5. Immediate and wide dissemination of this memorandum is desired.

  
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## Enclosure 1. Details of the SOSSS Field Work Activities

**Table 1: List of Schools and Offices to be visited for data-gathering activities of the SOSSS Project**

<b>Date of visit</b>	<b>School ID</b>	<b>Schools to visit</b>	<b>SDO to visit for interview with the Schools Division Superintendent</b>
Feb 28, 2024	301418	Antipolo National High School, Brgy. Sta. Cruz, Antipolo City, Rizal	Schools Division Office of Antipolo City
March 1, 2024	108085	San Juan Elementary School, Brgy. San Juan II, Noveleta, Cavite	*
March 4, 2024	301178	Cavite Science Integrated School, Brgy. Garita I B, Maragondon, Cavite (RSHS)	*
March 5, 2024	107925	Sultan Esmael Elementary School, Brgy. Datu Esmael, Dasmariñas City, Cavite	*
March 6, 2024	301205	Munting Ilog Integrated National High School, Brgy. Munting Ilog, Silang, Cavite	*
	108119	Guitasin Primary School, Brgy. Kaong, Silang, Cavite	*
March 7, 2024	301154	Tanauan School of Fisheries, Brgy. Ambulong, Tanauan City, Batangas	Schools Division Office of Tanauan City
	307936	Los Banos Integrated Sch. (LBCHS-Annex), Los Banos	*
March 8, 2024	108239	Cabuyao Central School, Brgy. Dos, Cabuyao City, Laguna	*
	307907	San Pedro Relocation Center National High School, Brgy. Langgam, San Pedro City, Laguna	Schools Division Office of San Pedro City
March 11, 2024	109505	Daraetan Elementary School, Brgy. Daraitan, Tanay, Rizal	*
March 13, 2024	308113	Regional Lead School for the Arts in Angono, Brgy. San Isidro, Angono, Rizal	*
March 14, 2024	321501	Marcelino M. Santos National High School, Brgy. San Jose, Antipolo City, Rizal	Schools Division Office of Antipolo City
	301423	Muntindilaw National High School, Brgy. Muntindilaw, Antipolo City, Rizal	*
March 19, 2024	109730	Dalahican Elementary School, Brgy. Dalahican, Lucena City, Quezon	Schools Division Office of Lucena City
March 21, 2024	502666	Balesin Integrated School, Brgy. Balesin, Polillo, Quezon	*

\*RCTQ will not conduct interviews with the Schools Divisions Superintendent

**Table 2: Program of activities during the school visit**

<b>Time</b>	<b>Activities</b>
8:00 AM	Arrival at the school
8:00 AM - 8:30 AM	Courtesy Call with the School Officials Orientation Distribution and retrieval of materials Photo opportunity
8:30 AM - 9:30 AM	Interview with the School Head
8:30 AM - 5:00 PM	Observation of the School Processes  (This will be done by observing specific teacher or office and/or walking around school to record time on task)

**Table 3: Data-gathering activities**

<b>Research Activity</b>	<b>Involved School Personnel</b>
Interview	School Head or any school representative
Focus Group Discussion	Four (4) teachers in the school which consist of: Teacher/s and Master Teacher/s
Observation of School Processes	Teacher/s assigned with special designation, if available.