



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

No. 303.2016

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TO: SCHOOLS DIVISION SUPERINTENDENTS
 All Schools Division Offices

FROM: *[Signature]*
SORAYA T. FACULO
 Chief Education Supervisor
 OIC, Office of the Regional Director

DATE: October 12, 2016

SUBJECT: **SUBMISSION OF DATA REQUIREMENTS AND LIST OF FOCAL PERSONS FOR LEARNING, EQUITY AND ACCOUNTABILITY PROGRAM SUPPORT (LEAPS)**

1. Relative to the Round-table Discussion on the Verification Research for LEAPS conducted by the DepEd Central Office last October 6, 2016 at NEAPR Hall, DepEd, CAR Regional Office, Wangal, La Trinidad, Benguet, this Office requests all Schools Division Offices to submit the list of focal persons in the following:
 - a. Early Language Literacy and Numeracy (ELLN)
 - b. Results-based Performance Management System (RPMS)
 - c. School Report Card (SRC)
 - d. Financial Management Operations Manual (FMOM)
2. The focal persons are advised to **prepare and submit** to the designated Division Verification Research Coordinator the data requirements in hard and soft copies as stated in the unnumbered memo on the Conduct of External Verification Research of Project LEAPS dated February 16, 2016. (Please see attached.)
3. The list of focal persons and data requirements on ELLN and SRC shall be submitted on or before October 21, 2016 through the Policy, Planning, and Research Division (PPRD) at email address pprd.depedcar@gmail.com . Please refer to the attached list of data requirements including the timeline of activities sent by UP-ACTRC.
4. For more information, all concerned may contact the PPRD at telephone no. 422-9590 or UP-ACTRC through email x.decastro@actrc.org , fixed line (02) 806 4680 or mobile 0917 500 3892.
5. Immediate dissemination and compliance to this memorandum is desired.

Enclosures: as stated

PPRD/PDE/cpp


Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS**MEMORANDUM****OM-GO-2015-GOA-_____**

TO : Regional Directors of Regions V, VIII, IX, CAR, and CARAGA
Concerned Schools Division Superintendents
All Concerned

FROM : 
RIZALINO D. RIVERA
Undersecretary, Governance and Operations

SUBJECT : Conduct of External Verification Research of Project LEAPS

DATE : 16 February 2016

The Department is currently implementing the Learning, Equity and Accountability Program Support (LEAPS) Project, financed by the World Bank (WB) to support the K to 12 Program. Specifically, LEAPS aims to improve the quality of grades 1 to 3 reading and math skills of children in the target regions (Regions V, VIII, IX, Caraga and CAR), with a special focus on those belonging to the target disadvantaged groups.

The Project utilizes a results-based lending approach where disbursements can only be made when pre-identified results known as Disbursement-Linked Indicators (DLIs) are achieved. This is part of the covenant between the Bank and the Government of the Philippines, through this Department, where the DLIs will be reviewed periodically. However, some of these DLIs (**Annex 1** for the List) will be subjected to external validation by DLIs Verification Agent (DVA).

To comply with the said agreement, the University of the Philippines-Diliman through its Assessment, Curriculum and Technology Research Center Project (UP-ACTRC) under the Office of the Vice-Chancellor for Research and Development was engaged by DepEd as the DVA. As DVA, UP-ACTRC will conduct the external verification/research of pre-identified DLIs within two (2) years period in close coordination with the Project Management Service-Project Development Division (PMS-PDD). It will commence in March 2016 and expected to be completed by the end of October 2017.

Part of UP-ACTRC research activities include the following: a) desk review of pertinent records of implementing units; b) spot checks and post-process evaluations of activities related to DLI implementation under LEAPSS; c) school and classroom observations, focus group discussions and key informant interview to gather and validate information; and d) prepare reports on potential risks or challenges emerging from verifying information. Thus, all data/information requirement shall be provided and covered by this issuance. It is expected that nine Verification Reports (per DLI) containing the findings and recommendations shall be generated with One Terminal Report for all the nine DLIs. The indicative schedule/timelines of the verification research is shown in **Annex 2.**

To facilitate the smooth conduct of the verification research, concerned Regional Directors and Schools Division Superintendents, are hereby directed to observe/facilitate the following:

1. Regions, divisions and school districts in the LEAPS focus regions will be selected to take part in the said research. Expected participants to this research will include the Regional Directors/Assistant Regional Directors, Superintendents/Assistant Superintendents selected Region and division staff, school, Region and Division Supervisors, School Heads, Teachers, Students, Parents and other Education Stakeholders.
2. DepEd Office including regions, divisions and school districts to be visited **should NOT incur any expenses** as a result of their participation in the research.
3. School visits to be made by the Research Teams particularly for the verification on the teachers and schools heads training including the School Learning Action Cells (SLAC), utilization of School Report Card (SRC) and orientation on the use of RPMS should be unobtrusive and informal classes and school routines should be minimally disrupted.
4. In case the researchers want to interview with the pupils, the researchers will provide participants with the consent forms for them to signify their willingness to take part in the research. Involvement of children in the research will be covered by the Child Protection Policy.
5. To ensure the validity and reliability of the verification research findings, all focus region and division implementers and/or those staff who are directly involved in the conduct of orientation and training for nine (9) identified DLIS subjected for verification, are strictly **not to be involved/participated in any ways** in the entire conduct of verification research.
6. To identify and designate permanent Research Coordinators (one from each region and one from each Division) for this project. The designated Research Coordinators shall preferably come from Policy Planning and Research Division or Quality Assurance Divisions and shall serve as the permanent focal person for the two-year conduct of this verification research. Since the role of the Research Coordinators is critical in the conduct of data collection process, he/she must be knowledgeable and/or have research background. **Annex 3** shows the specific roles/functions of the designated Region and Division Coordinators which shall be strictly followed during the entire conduct of research, to wit; and
7. DepEd Central Office select personnel will undertake spot checking of the data collection process in the selected sites from time to time to determine if researchers follow the agreed strategies and methodologies.

For clarification and more information, please contact **Mr. Charlie B. Tayas**, Project Development Division-Project Management Service, DepEd Central office at tel. no. (02) 635-3983, email: charlie.tayas@deped.gov.ph

For your information and appropriate action.

List of Disbursement-Link Indicators

DLI No.	DESCRIPTION	Remarks
Component 1: Improvement of Teaching and Learning in Grades 1 to 3 Reading and Math		
DLI 1.1	5 EGRA and 5 EGMA tools (1 version of each tool per selected Mother Tongue)	Not subject to external verification
DLI 1.2	40 EGRA and EGMA tools (4 additional versions of each tool per selected Mother Tongue)	Not subject to external verification
DLI 2.1	11,998 Grade 1 teachers trained	Subject to external verification
DLI 2.2	11,998 Grade 2 teachers trained	Subject to external verification
DLI 2.3	11,998 Grade 3 teachers trained	Subject to external verification
DLI 3.1	5,999 principals / head teachers trained on effective early grade reading and math teaching strategies	Subject to external verification
DLI 3.2	Additional 5,999 principals / head teachers trained on effective early grade reading and math teaching strategies	Subject to external verification
DLI 4.1	Policy on the utilization of the EGRA and EGMA tools adopted	Not subject to external verification
DLI 4.2	Policy on the inclusion of early literacy and numeracy course in the teacher induction program adopted	Not subject to external verification
DLI 5.1	Policy on the dissemination and utilization of linguistic maps adopted, and linguistic map covering 1 Target Region developed	Not subject to external verification
DLI 5.2	Linguistic map covering another Target Region developed	Not subject to external verification
DLI 5.3	Linguistic map covering another Target Region developed	Not subject to external verification
DLI 5.4	Linguistic map covering another 2 Target Regions developed	Not subject to external verification
Component 2: Strengthening of Accountability and Incentives of Department of Education employees		
DLI 6.1	Performance Monitoring System developed that will be used in the implementation of DepEd's Performance Incentive Scheme	Not subject to external verification
DLI 6.2	5 DepEd regional offices, 47 DepEd division offices and 14,121 Target Schools in all Target Regions oriented on DepEd's Performance Incentive Scheme and the Performance Monitoring System	Subject to external verification
DLI 7.1	Policy on the use of refined school report card (including guidelines, procedures and templates) adopted	Not subject to external verification
DLI 7.2	8,473 Target Schools in the Target Regions use the refined school report card	Subject to external verification
DLI 7.3	13,415 Target Schools in the Target Regions use the refined school report card	Subject to external verification
DLI 8.1	Financial Management Manual for finance and administrative staff developed and adopted	Not subject to external verification
DLI 8.2	Trainers' training on the FM manual of at least 1 finance and administrative staff each from the Central Office, the 17 Regional Offices and the 215 division offices of DepEd Trainers' training on the FM manual of at least 1 finance and administrative staff each from the Central Office, the 17 Regional Offices and the 215 division offices of DepEd	Subject to external verification
DLI 9.1	Information strategy for education programs serving the Target Disadvantaged Groups developed and adopted	Not subject to external verification
DLI 9.2	Information system for educational programs serving the Target Disadvantaged Groups developed in accordance with the information strategy	Not subject to external verification
DLI 10.1	Review of one program	Not subject to external verification
DLI 10.2	Review of another program	Not subject to external verification
DLI 10.3	Review of another program	Not subject to external verification
DLI 10.4	Review of another 2 programs	Not subject to external verification

Indicative Activities	Implementation/Milestones															
	2016				2017											
	Q4				Q1			Q2			Q3			Q4		
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DLI 7.2 and 7.3- Utilization of the refined school report card (Target: 8,473 and 13,415 Target Schools in the Target Regions)																
<i>1. Actual verification of DLI 7.2 and 7.3</i>																
<i>a. Document analysis: DepEd issuances on the school report card (SRC), training materials, training/orientation summary reports, database of training participants, evaluation and feedback from training participants and training certificates</i>																
<i>b. Administration of survey questionnaire for regional, division, district and school personnel</i>																
<i>c. Key Informant Interviews: SRC trainers from the DepEd Central Office, officers from pertinent DepEd Bureaus; and selected training participants from regional offices</i>																
<i>d. Focus Group Discussion: DepEd Training participants from Division, school heads, teachers</i>																
<i>e. Observation of SRC training</i>																

Roles/Functions of the Designated Region and Division Coordinators

Designated Regional Verification Research Coordinators

The designated Regional Verification Research Coordinator is expected to provide assistance to the Research Team from UP-ACTRC and Field Enumerators by:

1. providing all the documents used during the orientation for RPMS and FM Manual such as attendance sheet of participants, orientation design, training report, among others, in case the researchers requested it;
2. coordinate with the Division Verification Research Coordinator by informing the particular division that is being part of the research sample to participate in the data gathering process;
3. obtaining schedules of region and sample divisions participants and ensuring their availability during the interview, FGDs, KIIs; and
4. providing the researchers' information regarding the logistical arrangement such as accommodation and transportation, If deemed necessary.

Designated Division Verification Research Coordinators

The designated Division Research Coordinator is expected to provide assistance to the Research Team from UP-ACTRC and Field Enumerators by:

1. providing all the documents used during the conduct of orientation for RPMS, training of teachers and schools heads, including the conduct School Learning Action Cell (SEAC), utilization of SRC such as attendance sheet of trained participants, training design, training report, among others, in case the researchers needs it;
2. informing the school districts that is being part of the research sample to participate in the data gathering process;
3. obtaining schedules of division and sample schools' participants (including the parents and other stakeholders) and ensuring their availability during the interview, FGDs, KIIs; and
4. providing the researchers' information regarding the logistical arrangement such as accommodation and transportation, If deemed necessary.

ACTRC

Kindly furnish us with the following data per division:

Early Language, Literacy and Numeracy (ELLN)

by October 21, 2016

1. Budget documents and reports
2. List of trainers and qualifications

School Report Card (SRC)

by October 21, 2016

1. Master list of all elementary and secondary schools including:
 - a. Name of school
 - b. Address of school
 - c. Name of school head
 - d. School phone number and email address
 - e. Personal phone number and email address of school head

School Report Card (SRC)

by end of October, 2016

1. Master list of all schools reported to be using the refined SRC
 - a. Name of school
 - b. Name of school head
 - c. School phone number and email address
 - d. Personal phone number and email address of the school head
2. Copies of School Report Cards
3. Accomplishment/Completion reports

Financial Management Operations Manual (FMOM)

by November 11, 2016

1. Master list of all FMOM attendees in the RTOT
2. Registration forms/attendance sheets of all trained participants, which include:
 - a. Name of participant
 - b. Designation
 - c. Office/Department/Division
 - d. Office phone number and email address
 - e. School contact number and email address
 - f. Personal phone number and email address
 - g. Signature

ACTRC

3. Training materials
 - a. Handouts
 - b. PowerPoint and audio-visual presentations
 - c. Activity sheets
 - d. Sample outputs
4. Training program/schedule of activities
5. Training management team
6. Evaluation forms
7. Training reports
8. List of trainers and qualifications
9. Etc. (any other data used during training)

Early Language, Literacy and Numeracy (ELLN)

January-February, 2017

1. Master list of all trained teachers/mentees
2. Registration forms/attendance sheets of all trained teachers/mentees, which include:
 - a. Name of teachers/mentees
 - b. Designation/Grade level taught
 - c. School
 - d. School contact number and email address
 - e. Personal phone number and email address of teacher/mentee
 - f. Signature
3. Training materials
 - a. Handouts
 - b. PowerPoint and audio-visual presentations
 - c. Activity sheets
 - d. Sample outputs
4. Training program/schedule of activities
5. Training management team
6. Evaluation forms
7. Training reports
8. List of trainers and qualifications
9. Training budget report
10. Etc. (any other data used during training)