



# DIVISION OF MISAMIS ORIENTAL

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## DIVISION MEMORANDUM

No. 190, s. 2018

TO:

Public Schools District Supervisors/Districts In-Charge  
Public Elementary and Secondary Schools Administrators  
ICT Coordinators  
This Division

FROM:

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT:

**VERIFICATION OF SCHOOL READINESS DATA FOR SY 2018-2019**

DATE:

April 16, 2018

1. Pursuant to DepEd Memorandum No. DM-PFO-2018-0466 re: Verification of School Readiness Data for SY 2018-2019, this office shall conduct an assessment or inventory of the level of readiness for school opening of all public elementary and secondary schools based on the availability of the following variables:
  - Classrooms
  - Teachers
  - Seats
  - Toilet bowls
  - Water supply
  - Presence of electricity
2. The school administrators through their ICT coordinators shall download the spreadsheet containing the generated data of schools from EBEIS and NSBI thru this link – [bit.ly/verifyschoolreadiness](http://bit.ly/verifyschoolreadiness). The spreadsheet contains data on enrolment and crucial resources for verification, school readiness results and revised school readiness results based on verified numbers. Select from the dropdown list under municipality column to display the statuses of schools readiness.
3. The Public Schools District Supervisors/Districts In-Charge shall consult the school heads on the results of school readiness and consolidate the school verified data and needed interventions in a single spreadsheet (containing all the schools) and email to [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph) with the FILE NAME sample: **Verified Alubijid District** not later than April 27, 2018.
4. The result of the verification will help the SDO to verify school readiness this SY 2018-2019 and to take appropriate action.
5. For immediate dissemination and strict compliance.



SGOD-ELG



**SCHOOL READINESS VERIFICATION GUIDE (Sheet 1)**

In preparation for the opening of classes this incoming SY 2018-2019, a nationwide inventory of school readiness is being conducted in all public schools. To determine school readiness, data from the EBEIS and NSBI were examined in terms of the availability of teachers, classrooms, seats, toilets, water supply, and electricity supply. Schools were classified as ready, nearly ready, and needing support using standard ratios as parameters. However, as recent developments may have occurred after the cut-off period of EBEIS updating and submission of reports for NSBI, you are requested to verify the data for ENROLLMENT, TEACHERS, CLASSROOMS, TOILET, SEATS, WATER SUPPLY, and ELECTRICITY SUPPLY.

1. For data elements that are updated and do not need corrections, please leave the cells as is.
2. For other data elements that need updating, please encode the correct quantity in the appropriate column labeled as **"Verified Number."**
3. For Enrollment, please provide updated counts based on learner movements such as dropping out or transfer that occurred after the cut-off.
4. For Water and Electricity Supply, if there is presence of water or electricity tag as [1]. If no water or electric connection is available, tag as [0].
5. Please ensure that the verified number is consistent with the data definition provided.

**DATA SOURCES**

*Enrollment:* Based on Oct 31, 2017 LIS Cut-off  
*Teachers:* PSI-POP teaching positions based on Oct 31, 2017 EBEIS Cut-off  
*Classroom:* Pre-identified instructional rooms based on Apr 30, 2017 NSBI reports  
Based on allocation provided by EFD indicated in a separate column  
*Seats:* Based on 2016 NSBI reports  
*Toilets:* Based on 2016 NSBI reports  
*Water Supply:* Based on Oct 31, 2017 EBEIS Cut-off  
*Electricity Supply:* Based on Oct 31, 2017 EBEIS Cut-off

**DATA DEFINITIONS**

*Enrollment:* No. of learners officially enrolled in the school for each educational level as of the date of reporting  
*Teachers:* No. of teachers based on actual plantilla of teaching items assigned to the school, regardless whether filled or unfilled, or engaged in actual teaching or not  
*Classrooms:* No. of classrooms in permanent or semi-permanent buildings/structures actually used for instruction. Do not include makeshift structures.  
*Seats:* Kinder chairs, arm chairs, usable two-seater school desks, and other classroom chairs  
*Toilets:* Functional urinals and toilet bowls (regardless whether for male, female or shared) for all usages  
*Water Supply:* Availability or presence of at least one water source  
*Electricity Supply:* Availability or presence of electricity regardless if grid or off-grid

**GUIDE IN FILLING OUT THE SCHOOL READINESS INTERVENTION FORM (Sheet 2)**

1. List the schools in the SDO that have been classified as Nearly Ready or Needing Support in at least one variable and identify the offering provided (ES, JHS, SHS). A drop-down list has been provided for ease of use.

2. Indicate the proposed interventions needed to prepare the particular school for the opening of classes in variables where it was classified as Nearly Ready or Needing Support.

Some sample interventions are provided below. Please note that there may be other interventions that will more appropriately address the particular needs of the schools in your Division.

*Examples: Facilitate the filling-up of teaching items - SDO*

*Redeploy Excess Seats from Other Schools - SDO*

*Resort to 2 Shift Class Schedule - School*

*Campaign through Brigada Eskwela - School*

*Allocate funds for the construction of school buildings - CO*

*Request to avail of Quick Response Funds for classroom repairs - RO*

*Purchase of Temporary Learning Spaces - SDO*

3. Also identify the governance level (School, Schools Division Office, Regional Office, Central Office) that should take appropriate action. A drop-down list has been provided for ease of use.

4. Describe the current need for the particular variable in the Remarks column. You may also provide additional information, inputs, and other feedback.




Republic of the Philippines  
Department of Education

*Tanggapan ng Pangalawang Kalihim*  
Office of the Undersecretary

MEMORANDUM  
DM-PFO-2018- 0466

TO: All Regional Directors  
All Schools Division Superintendents

FROM:   
JESUS L.R. MATEO  
Undersecretary

SUBJECT: *Verification of School Readiness Data for SY 2018-2019*

DATE: 2 April 2018

In preparation for the opening of classes this incoming SY 2018-2019, an inventory of the level of readiness for school opening is being conducted in all public schools nationwide. This initiative was piloted in DepEd RO I before its nationwide roll-out in other regions. For SY 2018-2019, school readiness shall be assessed based on the availability of the following six variables:

- Classrooms
- Teachers
- Seats
- Toilet bowls
- Water supply
- Presence of electricity

School readiness is determined through assessment of data available from the EBEIS and NSBI using ideal ratios for each identified readiness variable as standard parameters. The school is classified as **ready** if the ideal ratio is met, **nearly ready** if the school nearly meets the standards, and **needing support** if the school did not meet the standards past the tolerance level.

However, due to developments that may have occurred after the cut-off for updating of the EBEIS and reporting for the NSBI, it is necessary to verify the school level data obtained from the said databases. This shall be conducted by the Schools Division Office (SDO). Pertinent spreadsheets shall be electronically communicated to each SDO for verification. In this regard, Regional Offices are requested to submit within the day a directory of updated official email addresses of the SDOs as well as their respective Schools Division Superintendents.

Please submit accomplished spreadsheets on or before 30 April 2018 through [usec.governance@deped.gov.ph](mailto:usec.governance@deped.gov.ph), copy furnished the official Regional Office email address. For any inquiries/concerns, contact Ms. Vernice Lorraine D. Quintana or Ms. Susan Anne A. Quirante of this Office at telephone numbers (02) 633-7206 or 631-8494 or through e-mail at [vernice.quintana@deped.gov.ph](mailto:vernice.quintana@deped.gov.ph) and [susananne.quirante@deped.gov.ph](mailto:susananne.quirante@deped.gov.ph).

Thank you.