



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 22, 2020

**OFFICE MEMORANDUM**

No. **368**, s. 2020

To: Regional Office Division Chiefs  
Section/Unit Heads  
All Others Concerned

**SUBMISSION OF CRUCIAL DATA**

1. Pursuant to this Office's efforts toward data-driven decision making and policy formulation, this Office, through the Policy, Planning, and Research Division (PPRD), shall establish a data repository mechanism which shall capture, store, and analyze all crucial data kept by each Regional Office Functional Division and Program Focal Person which are provided to both internal and external stakeholders.
2. Observing the template attached herewith, the Division Chiefs and Section/Unit Heads are directed to submit a list of these crucial data and shall ensure the accuracy and completeness of the data requirements. Deadline of submission of signed copy to PPRD is Friday, September 25, 2020.
3. The Division Chiefs shall also assign technical personnel with position not lower than Salary Grade 18 who shall function as the Data Manager in their respective Divisions and shall take charge in the regular monitoring and evaluating of the data captured in the repository.
4. Strict compliance with this Memorandum is directed.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV *AM*

PPRD-MBG





## STANDUP Project Proposal

<b>Program Title</b>	Systems and Technical Advancement for Network and Data Utility in Planning ( <b>STANDUP</b> )
<b>Program Description</b>	By the end of 2021, DepEd Region VIII have established an advanced network of data collection and storage
<b>Duration</b>	May 2020 to October 2021
<b>Management Level of Programs</b>	Regional Director, Assistant Regional Director, Regional Office Division Chief, Schools Division Superintendents, Schools Division Office Chiefs, Planning Officers, Public School District Supervisors, and School Heads
<b>Delivery Mode</b>	Formal virtual trainings followed by Job Embedded Learning: mentoring, coaching, and monitoring
<b>Target Personnel</b>	Data Managers of DepEd Eastern Visayas
<b>Budget Requirements</b>	Charged to Local Funds
<b>Objectives</b>	<p>The project aims to:</p> <ol style="list-style-type: none"> <li>1. Establish a databank of all relevant data and information within the Department of Education which may be required by internal and external stakeholders;</li> <li>2. Enhance the data management capabilities of data managers through continuous virtual trainings and skills enrichment seminars;</li> <li>3. Ensure fast and reliable collection and release of timely and relevant data and information form Schools, Districts, Schools Divisions, and the Region as a whole.</li> </ol>
<b>Outputs</b>	Virtual capability-building orientations on Google apps such as Drive, Sheets, Sites, Forms, Data Studio, Analytics, etc. and other relevant software on data management, linkage with organizations and individuals with expertise on data management for the trainings and seminars and the establishment of the regional databank, virtual orientation-seminars for the data managers on the use of applications and the databank.
<b>Key Points</b>	<ol style="list-style-type: none"> <li>1. PPRD collects crucial data and information from each RO Division and Section/Unit and Schools Division Office regularly required by internal and external stakeholders.</li> <li>2. PPRD establishes a data bank through a Google Drive.</li> <li>3. PPRD establishes standards and mechanisms in the utilization and management of the online data repository.</li> <li>4. RO Division Chiefs assign a Data Manager who is technical personnel within their Division. In the Schools Division, Planning Officers are assigned as Data Managers.</li> <li>5. Data Managers upload data requirements to Google Sheets in Google Drive and maintain its reliability and validity.</li> <li>6. PPRD showcases data analysis through Google Data Studio.</li> </ol>