



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

June 3, 2024

REGIONAL MEMORANDUM

No. **620** s. 2024

UPDATING OF SCHOOL INFORMATION FORM

To: Schools Division Superintendents} Leyte Division
All Others Concerned

1. Attached is a communication from Dr. Margarita Consolacion C. Ballesteros, Director IV, External Partnership Service- International Cooperation Office, relative to the email of the Royal Thai Embassy regarding the submission of the accomplished School Information Form of schools with Collaborative Project on Children and Youth under the Patronage of Her Royal Highness Princess Maha Chakri Siridhorn, to ensure that the information is updated, so as to promote the effectiveness of the projects in the Philippines and ensure that the objectives are achieved.
2. In line with this, the Embassy through the DepEd International Cooperation Office and this Region requests the assistance of the Leyte Division to transmit the attached School Information Form to **Banayon Elementary School**.
3. Please email the duly accomplished form to **ico@deped.gov.ph** cc **jaymee.carreon@deped.gov.ph** and **eden.dadap001@deped.gov.ph** not later than June 5, 2024.
4. For any query relative to this Memorandum, Eden A. Dadap, the Regional Partnership Focal Person may be reached at 0912-6063544.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subject:

EXTERNAL PARTNERSHIP

ESSD-SPPS-EAD



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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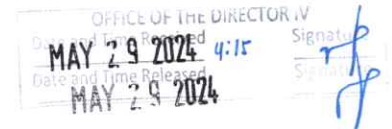


Republic of the Philippines
Department of Education
EXTERNAL PARTNERSHIPS SERVICE



Office of the Director
CO-EPS No. _____, s. 2024

MEMORANDUM



TO : **ATTY. ALBERTO T. ESCOBARTE**
DepEd Regional Director
Region IV-A

EVELYN R. FETALVERO
DepEd Regional Director
Region VIII

CARLITO D. ROCAFORT
DepEd Regional Director
Region XIII

MARIA INES C. ASUNCION
DepEd Regional Director
Region XIII (CARAGA)

ATTENTION : **LERMA L. FLANDEZ**
Schools Division Superintendent
Schools Division Office of Antipolo City

MARIZA S. MAGAN
Schools Division Superintendent
Schools Division Office of Leyte

RUTH L. ESTACIO
School Division Superintendent
Schools Division Office of Sarangani

LORENZO O. MACASOCOL
Schools Division Superintendent
Schools Division Office of Surigao del Norte

FROM : 
MARGARITA CONSOLACION C. BALLESTEROS
Director IV

SUBJECT : **SCHOOL INFORMATION FORM**

DATE : May 27, 2024



Handwritten notes:
DepEd
5/29/24

This has reference to the email from the Royal Thai Embassy regarding the submission of the School Information Form of schools with Collaborative Project on Children and Youth under the Patronage of Her Royal Highness Princess Maha Chakri Sirindhorn, to ensure that the information is updated, so as to promote the effectiveness of the projects of the schools in the Philippines and ensure that the objectives are achieved.

In line with this, the Embassy through DepEd International Cooperation Office (ICO) would like to request your kind assistance in transmitting the School Information Form to the following school below:

1. Isaias S. Tapales Elementary School, Antipolo City, Rizal Province
2. Bagong Nayon II Elementary School, Antipolo City, Rizal Province
3. Banayon Elementary School, Leyte Province
4. Dakung Patag Elementary School, Surigao del Norte
5. Datu Abdullah Tondog Elementary School, Sarangani Province
6. Tokawal Elementary School, Sarangani Province

May we also request that the duly completed form be submitted no later than May 31, 2024 at electronic mail address ico@deped.gov.ph copy furnish jaymee.carreon@deped.gov.ph

Thank you very much.

Attachment:

1. School Information Form



G/F Alonzo Bldg. DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos.: OD (02) 86367563; ICO (02)86376462;
Local Partnerships (02) 83688637; (02) 83688639
Email Addresses: externalpartnerships@deped.gov.ph & ico@deped.gov.ph

thaiembassy MNL <thaiembassy.mnl@mfa.go.th>

To: DepEd International Cooperation Office <ico@deped.gov.ph>

Cc: วิศรุต ภิระวงศ์สมบุญ <witsarut.piya@gmail.com>; Guia Grijaldo <grijaldoguia@gmail.com>; Jaymee Grace Carreon <jaymee.carreon@deped.gov.ph>

Dear DepEd,

The Royal Thai Embassy would like to forward the School Information Form for the schools under the Collaborative Project on Children and Youth Development under the Patronage of Her Royal Highness Princess Maha Chakri Sirindhorn. In this connection, the Embassy kindly requests all 6 schools to fill up and update the form. Please send the duly completed form by 6 June 2024.

Please kindly acknowledge receipt of this email. Thank you very much.

Sincerely,
The Royal Thai Embassy, Manila



**A Collaborative Project on Children and Youth Development
under the Patronage of Her Royal Highness Princess Maha Chakri Sirindhorn**

Country Name

School name

Date Month Year

A. SCHOOL PROFILE

1. Establishment

2. Address

Tel: Fax: E-mail

Website:

3. School History (Briefly)

.....

4. Contact persons

Name	Position	Telephone / Mobile	E-mail	Line ID or Facebook

5. School service areas

- 1) Number of villages/ communities/ catchments/ etc. which the school provide education (service areas)
- 2) Information on each service area
 - Number of households
 - Main occupation
 - Ethnics
 - Languages use in daily life

6. School staffs: Academic year

Position	Number		
	Male	Female	Total
Principal			
Teacher			
Other (Please specify eg. temporary teacher, volunteer, janitor, security guard etc.)			
TOTAL			

7. Student enrolment: Academic year

Level	Number of students		
	Male	Female	Total
Pre-primary level/ Kindergarten			
TOTAL			
Basic education level			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
TOTAL			

8. School-terms and holiday dates

Term	Start Date	End Date	School Holiday Date
Term 1			
Term 2			
Term 3			

9. Education provision – **Only if** schools provide more than one shift per day

Academic year

Shift	Time Start	Time End

10. School area

- Total area hectare/ acre/ square meters
- Area used for agriculture hectare/ acre/ square meters

B. CHILDREN AND YOUTH DEVELOPMENT ACTIVITIES

1. School agriculture

1.1 Contact teachers

Name	Position	Telephone / Mobile	E-mail	Line ID or Facebook

1.2 Student participation in agricultural activities

Activity	Student participation (which grades participate in the activity?)
(1) Preparing agricultural area	(....) No (....) Yes - Grade
(2) Growing vegetable	
(3) Growing fruit trees	
(4) Cultivating mushroom	
(5) Raising livestock	
(6) Raising fish	
(7) Making compost, biofertilizer	
(8) Preserving food product	
(9) Doing farm account	
(10) Selling products	

1.3 Agricultural production

Agricultural product (please give name)	Yields/ Amount of production		
	good	fair	poor
(1) Vegetable: (eg. cabbage, spinach, onions, etc.)
(2) Fruit trees:
(3) Livestock:

(4) Fish:
(5) Legumes: (soybean, chickpea, cowpeas etc.)
(6) Grains: (rice, maize, sweet potato, cassava, taro etc.)
(7) Mushroom cultivation

2. School meal service

2.1 Contact teachers

Name Position

Telephone / Mobile

E-mail

Line ID or Facebook

2.2 Amount of budget per child and/or other ingredients provided by the government

Amount of budget per child

Other ingredients provided

(please specify)

.....

2.3 Frequency in providing meal in a week (5 schooldays in a week)

(.....) every day (.....) 4 days a week

(.....) 3 days a week (.....) 1-2 days a week

2.4 Number of meal service per day

2.5 Number of students who benefit from school meal service

Every student (number)

OR Only for malnourished (number)

OR Other option (please specify) (number)

2.6 Students participation in school meal service

Activity	Student participation (which grades participate in the activity?)
(1) Preparing meal	(....) No (....) Yes - Grade
(2) Serving meal	
(3) Cleaning	

3. Assessment of nutritional status

3.1 Students' weight and height measured by

3.2 Dates and months of measurement (weight and height) in one academic year

Date/ month

Date/ month

Date/ month

3.3 Numbers of malnourished children

Month Year (the latest data)

Nutritional Status	Number	Percent
Underweight (by weight for age)		
Stunting (by height for age)		
Wasting (by weight for height)		
Overweight and Obesity (by weight for height)		

4. School health service

4.1 School health teacher

Name Position

Telephone / Mobile

E-mail

Line ID or Facebook

4.2 The top 5 illnesses found among students (the latest data- Month Year)

(1)

(2)

(3)

(4)

(5)

5. School sanitation

5.1 School sanitation facilities (Yes or No)

() Separate toilets for boys and girls

Number for boys Number for girls

() Toilets for teachers

() Handwashing facilities

5.2 Water sources used in school

Usage	Water sources (eg. pond, underground etc.)
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(1) Drinking water	<input type="checkbox"/> students bring from home by themselves <input type="checkbox"/> school provides by (please specify for examples buy, pond, rainwater etc.)
(2) Water for cooking meals	
(3) Water for hygiene facilities (toilets, handwashing)	
(4) Water for agriculture	