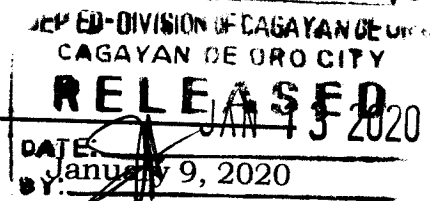




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

School Governance and Operations Division



**PARTICIPATION TO THE BASIC EDUCATION SECTOR TRANSFORMATION  
(BEST) PROGRAM PROJECT COMPLETION REPORT PREPARATION:  
FIELD DATA GATHERING**

To:

Dr. Alicia E. Anghay, CESE - ASDS  
Mr. Rosalio R. Vitorillo - Chief, SGOD  
Ms. Lorebina C. Carrasco - Chief, CID  
Ms. Eleanor H. Rollan - SEPS - M&E; BEST Focal Person  
Ms. Mary Anthony C. Sieras - EPS II - HRTD

Recipients of BEST Program Interventions

Dr. Joel D. Potane - SEPS - Research; Continuous Improvement (CI) Division Coach  
Engr. Jun R. Bayeta - Planning Officer III; Unified Information System (UIS) End-User  
Mr. James Z. Sijo - Division ITO; ICT Elaboration and UIS End-User  
Mr. Ryan Q. Blanco - PDO II; Basic DRRM Training  
Dr. Jean Macasero - EPS; Workshop on SHS Program Implementation  
Dr. Derrold Marl S. Aves - SEPS - HRTD; L&D Activities

School Heads

- Balubal National High School  
Cagayan de Oro NHS-JHS  
Bugo National High School  
Tablon National High School  
Macasandig National High School  
Regional Science High School  
PN Roa Senior HS  
Carmen NHS  
Lumbia NHS

1. In reference to the DepEd Central Office Memorandum from Project Management Service dated last October 25, 2019 on **BASIC EDUCATION SECTOR TRANSFORMATION (BEST) PROGRAM PROJECT COMPLETION REPORT PREPARATION: FIELD DATA GATHERING**, the aforementioned personnel are requested to participate the said activity this coming **January 22-24, 2020** in the Division Office and in the identified 6 secondary schools.

2. The activity aims to collect data, documentation, and insights on effective practices and success stories, including lessons learned that emerged in the course of project implementation to serve as valuable inputs in the writing of the BEST PCR.
3. The PMS-PDD team will hold interviews and/or focus group discussion with the selected Division personnel and with the school heads, teachers and learners in the selected schools. The team will also review relevant documents and observe at least one (1) class on the school.
4. Advisory to schools to refrain from serving meals or snacks to the PMS team. PMS has funds for meals or snacks of PMS-PDD and target respondents, and fuel/gasoline for the requested service vehicle during the field visits will also be provided by the PMS team.
5. For specific BEST Program interventions, the following secondary schools are expected to participate in the KII and FGD during their actual school visit.

BEST Program Intervention	BEST School	Non-BEST School
1. Basic DRRM Training	Balubal NHS	CDONHS – JHS
2. Learning & Development (L&D) System	Balubal NHS Bugo NHS Tablon NHS	CDONHS JHS Regional Science HS Carmen NHS
3. Conduct of School Monitoring, Evaluation and Adjustment (SMEA) Technology	Balubal NHS	Regional Science HS
4. Continuous Improvement (CI)	CDONHS – JHS Lumbia NHS	PN Roa Senior HS Carmen NHS
5. Workshop on SHS Program Implementation	CDONHS SHS Lumbia NHS SHS Bulua NHS SHS Indahag NHS SHS	
6. LAC Toolkit and GEDSI Awareness	Balubal NHS Bugo NHS Tablon NHS	CDONHS JHS Regional Science HS Carmen NHS

6. All recipients of the BEST Program Interventions (Division and School level) are requested to provide the needed information below:

BEST funded Activity	Success Stories/ Indicators	Challenges

Comply the table above on a .doc file (MS Word) and email to **eleanorconsejo.rollan@deped.gov.ph** and **mary.sieras@deped.gov.ph** on or before **January 15, 2020 (Wednesday)**. Kindly provide documents during the actual visit to support the given information.

7. Immediate and wide dissemination of and compliance with this Memorandum are desired.

*Cherry Mae L. Limbaco*  
**CHERRY MAE L. LIMBACO**  
 Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
 Telephone: (08822)-8550048



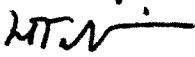
Republic of the Philippines  
**Department of Education**  
PROJECT MANAGEMENT SERVICE

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Office of the Director

FOR : **MALCOLM S. GARMA**, Regional Director, DepEd NCR  
**GILBERT T. SADSAD**, Regional Director, DepEd Region V  
**GEMMA M. LEDESMA**, Regional Director, DepEd Region VI  
**RAMIR B. UYTICO**, Regional Director, DepEd Region VIII  
**ARTURO B. BAYOCOT**, Regional Director, DepEd Region X  
**SALUSTIANO T. JIMENEZ**, ARD, OIC, DepEd Region VII

ATTENTION : **Schools Division Superintendents** of:  
Manila, Quezon City, Albay, Camarines Sur, Iloilo, Antique, Naga  
City, Cebu Province, Baybay City, Leyte, Bukidnon, and Cagayan  
de Oro City



FROM : **MILAGROS T. TALINIO**  
Director IV

SUBJECT : **Basic Education Sector Transformation (BEST) Program  
Project Completion Report Preparation: Field Data  
Gathering**

DATE : 25 October 2019

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This is with reference to the **Basic Education Sector Transformation (BEST) Program** which officially closed last 30 June 2019.

The BEST Program was implemented from 2013-2019 which aimed to provide learners with more equitable access to quality basic education through improved service delivery.

Consequent to its closing, a Project Completion Report is required of DepEd through Project Management Service-Project Development Division (PMS-PDD), to report on accomplishments against program deliverables and to document gains, effective practices, as well as lessons learned from project. The PCR will also inform the reporting requirements of development partners and oversight agencies.

In view of this, please be advised that PMS-PDD will conduct its field data gathering from **November 6-15, 2019 and January 8-29, 2020** to the BEST project regions, select divisions, and select BEST and non-BEST schools as indicated in the table:

Date*	Region	Division	Schools	
			BEST	Non-BEST
Nov. 6-8, 2019	Region V	Albay	1 Elementary School (ES)	1 ES
		Camarines Sur	1 High School (HS)	1 HS
Nov. 13-15, 2019	Region VI	Iloilo	1 ES	1 ES
		Antique	1 HS	1 HS
Jan. 8-10, 2020	Region VII	Naga City	1 ES	1 ES
		Cebu Province	1 HS	1 HS
Jan. 15-17, 2020	Region VIII	Baybay City	1 ES	1 ES
		Leyte	1 HS	1 HS
Jan. 22-24, 2020	Region X	Bukidnon	1 ES	1 ES
		Cagayan De Oro City	1 HS	1 HS
Jan. 27-29, 2020	NCR	Manila	1 ES	1 ES
		Quezon City	1 HS	1 HS

\*exclusive of travel time

The activity aims to collect data, documentation, and insights on effective practices and success stories, including lessons learned that emerged in the course of project implementation to serve as valuable inputs in the writing of the BEST PCR.

Purposely, the PMS-PDD team will hold interviews and/or focus group discussion (FGD) with select officials and personnel in the Regional and Division Offices (ROs, DOs), and with the school head, teachers, and learners in the selected schools. The team will also review relevant documents and observe at least one (1) class in the school.

To ensure success in data collection, the ROs are requested to facilitate the following:

- a) Ensure availability of target respondents from the RO for the data gathering activities;
- b) Inform the above-listed Divisions on the purpose of the upcoming visit; and
- c) Through the Division Office,
  - i. identify the BEST and non-BEST schools to be visited;
  - ii. inform the schools to be visited that random selection of participants for the FGDs with teachers and learners will be done on the day of visit with the PMS team; and
  - iii. ensure availability of target respondents for the data gathering activities at the DO and selected schools, as well as documents for reference/review as indicated in the following table:

Venue	Target Respondents	Documents Needed
Regional Office	<ul style="list-style-type: none"> <li>• Regional Director /</li> <li>• RO BEST Focal Person</li> <li>• All RO Personnel involved in BEST activities in the RO</li> <li>• End-users of Unified Information System (UIS)</li> </ul>	-

**Director Milagros T. Talinio**  
**Project Management Service**

M-205 Mabini Building, DepEd Complex, Meralco Avenue, Pasig City  
 Telephone No. (02)631-6926, (02)631-0595 ; Email: [mttalinio@gmail.com](mailto:mttalinio@gmail.com)

Venue	Target Respondents	Documents Needed
Division Office	<ul style="list-style-type: none"> <li>• Schools Division Superintendent</li> <li>• DO BEST Focal Person</li> <li>• All DO Personnel involved in BEST activities in the DO</li> <li>• End-users of Unified Information System (UIS)</li> <li>• Custodian of BEST documents/records</li> </ul>	<ul style="list-style-type: none"> <li>• Records on Physical Facilities (to substantiate gender sensitivity and inclusivity considerations)</li> <li>• INSET Trainings conducted</li> <li>• School Head's trainings conducted</li> </ul> <p>(scope for documents above is from SY 2013-2014 to SY 2016-2017, if applicable)</p> <ul style="list-style-type: none"> <li>• Document/Records of BEST Interventions received or participated in by the Division</li> <li>• Implementation and Status reports of BEST Interventions (for the last 6 years, if applicable)</li> </ul>
School	<ul style="list-style-type: none"> <li>• School Head</li> <li>• ICT Coordinator</li> <li>• Select Teachers (6-8 pax) to include: <ul style="list-style-type: none"> <li>➢ Grades 4-6/7-10 teaching English, Science, Math, Filipino</li> <li>➢ Teachers with 0-3 years of experience and Master Teachers</li> <li>➢ Teachers who have attended BEST trainings</li> <li>➢ Other coordinators for BEST-supported initiatives [e.g. Learning and Development (L&amp;D), School-based Management (SBM)]</li> </ul> </li> <li>• Select Learners (Grades 4-6/ Grades 7-10) (6-8 pax)</li> </ul>	<p>1. For BEST and Non-BEST Schools:</p> <ul style="list-style-type: none"> <li>• Records on Physical Facilities (to substantiate gender sensitivity and inclusivity considerations)</li> <li>• In-service trainings participated in</li> <li>• School Heads' trainings participated in</li> </ul> <p>(scope for documents above is for the last 6 years, if applicable)</p> <p>2. For BEST Schools only: Records on initiatives supported by BEST (for the last 6 years, if applicable)</p>

Finally, any assistance that the ROs and DOs can extend to the PMS team will be highly appreciated. Among others, the team will be needing support, viz:

- a) Meeting room/s for the holding of the interviews or FGDs with target respondents;
- b) Service vehicle from the division to ensure mobility of PMS teams during the visit to the Division Office and schools. **Attachment 1** shows the indicative itinerary of the teams; and

c) Advisory to schools to refrain from serving meals or snacks to the PMS team.

For items b and c, kindly note that except for NCR, PMS has funds earmarked for meals or snacks of PMS-PDD and target respondents, and fuel or gasoline for the requested service vehicle during the field visits. A separate memo on this subject will be sent out to your respective regions.

For inquiries, please feel free to contact Ms. Michelle Cruz or Ms. Elsie Tausa through telephone numbers (02)8633-7256/8635-3983 or email at [pms.pdd@deped.gov.ph](mailto:pms.pdd@deped.gov.ph), or through their mobile numbers: Ms. Cruz - 0919-9112427; Ms. Tausa - 0915-7673618.

Thank you very much.

Encl: as stated