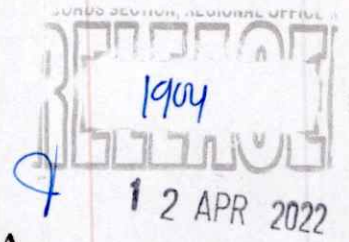




Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

April 12, 2022

REGIONAL LETTER

No. 016, s. 2022

To: Schools Division Superintendents
All Others Concerned
This Region

ATTN: SEPS in Planning and Research

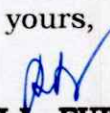
Dear Sir/Mesdames:

Furnishing you the attached copy of Memorandum OUCOS-PS-2022-014 issued on February 4, 2022 by Director Roger B. Masapol, Director IV- Planning Service, DepEd Central Office, Pasig City, with the subject **Conduct of the Study titled "The Impact of Migration on Educational Outcomes of Children Left Behind"**, which is self-explanatory, contents duly noted, for information and guidance.

Attention is invited specifically to **Paragraphs 2 and 3** of the herein Memorandum wherein the Schools Division Offices thru the SEPS in Planning and Research are advised to coordinate with the IPA at arodillas@poverty-action.org and PS-PRD at ps.prd@deped.gov.ph for the data collection methodology of this study.

Wide dissemination to your respective jurisdiction of the contents of the herein Memorandum is enjoined.

Very truly yours,


DR. RUTH L. FUENTES, CESO IV

 Regional Director 

Encls.: as stated

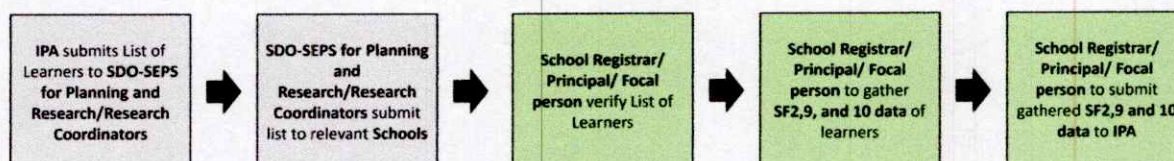
ORD-PPRD-RL-2022-002
RAS/lgb



MIGRATION AND EDUCATION STUDY

School Submission Guidelines: Instructions for School Principal/School Registrar (or School Focal Person assigned to assist in the study)

I. Overview of Submission Protocol



II. Detailed Instructions

- 1. Receive list of learners from SDO:** SDO will send the list of learners to schools together with the information and instructions on data collection.

Figure 1. Example of List from SDO

SDO	School Name	School Region	School Province	School City/Municipality	BES School ID	Child Last name	Child First name	Child Middle name	Child Extension name	Child Birthday	Child Grade	Child LBN
Rizal	Taytay National	IV-A	Rizal	Taytay	162234	Cruz	Marc Neil	Santos	III	9/30/2007	Grade 9	123498471282
Rizal	Taytay National	IV-A	Rizal	Taytay	162234	Cruz	Juliana Marie	Paloma		8/14/2010	Grade 7	123498455782

Number of learners may vary per list from SDO.

- 2. Verify list of learners:** School Registrar/School Principal or focal person should verify that the required school form data from the learners in the list are available in the school and update in information in the list of learners submitted to them (see more specific instructions in 2.2 and 2.3 below).

The school focal person should Immediately inform the SDO (copying IPA) if there are errors in the list of learners or a given learner's requested information/data is not available in their school. The School Registrar/School Principal or focal person can communicate this either by:

- **Email Verification (Preferred):** Replying to the email sent to them by the SDO SEPS focal person and ensuring that the IPA Research Associate (RA) is copied into the email. The email address for the IPA RA is: migrationstudy@poverty-action.org
- **FB Messenger/Viber Verification:** Replying/communicating with the SDP SEPS focal person and the IPA Research Associate through the group chat that is created on Viber or Text Message (**09692473442 (SMART) or 09654829376 (TM)**) or **FB Messenger: IPA RA Therese David**

2.2. The list of learners that will be provided by IPA will include the school details (Division, School Name, Region, Province, Municipality/City, and School ID) together with the children's information (Full Name, Birthday, Age, Gender, Grade Level, and Learner's Reference No. if known). **Columns R to U are for IPA's internal use, please disregard.**

2.3. The school principal/registrar or focal person is expected to:

- Review if ALL of the children's information is correct.
- Amend any incorrect or missing information. In particular, ***if the LRN is missing, please update this in the list of learners sent.***
- Fill-out **columns V (ACTION) and W (REMARKS and CORRECTIONS)** with any of the following values:

Col V (ACTION):

- **OK** – All information are correct and complete, and the school records are available
- **CORRECTION** – Some information is rectified or added. Please take note of the changes in Col W.
- **MISSING** – No record of the learner in the school based on the given information.
- **DUPLICATE** – If the same learner exists within the same list. This could happen if there are 2 rows with minor differences in the child's name (e.g. "Mary" and "Mary Ann"). In such cases, ***kindly tag the more accurate one as "OK" or "CORRECTION", and the other row as "DUPLICATE".***

Col W (REMARKS and CORRECTIONS): Indicate the rectified or added information here if the action is "CORRECTION". Include the column name that needs to be corrected and the new value. Separate multiple corrections with a semicolon (;).

EXAMPLE 1: In the example below, learner "GREGORIA" (row 2)'s information is all correct and complete so we simply mark its corresponding ACTION (col V) column as "**OK**".

EXAMPLE 2: Next, rows 3 and 4 appear to be the same learner whose correct full name is "JUAN ANDRES REYES DELA CRUZ". To let the records show this, we put "**DUPLICATE**" in col V row 4 and the remarks "**row 3**" in col W to indicate that this is a duplicate of row 3.

EXAMPLE 3: ROW 3 is missing the LRN and the child's Birthday is wrong. To update these two details, we put "**CORRECTION**" in col V row 2 and the amendments in col W of the same row. Indicate the information to be corrected and the corresponding new value, separated by semicolon if more than 1. So, col W's content should be "**LRN: 765432112345; BDAY: 03/16/2008**". The full sample file is also available via Google Sheet <https://tinyurl.com/migeduculist>.

	H	I	J	K	L	M	N	O	P	Q	V	W
	Child Last name	Child First name	Child Middle name	Child Extension name	Child Birthday	Child Age	Child Gender	Child Grade	Child Grade (Other, specify)	Child LRN	ACTION (OK, Correction, Missing, Duplicate)	REMARKS and CORRECTIONS
1	SANTOS	GREGORIA	BONIFACIO		04/04/2012	10	Female	Grade 4		543211234567	OK	
3	DELA CRUZ	JUAN ANDRES	REYES		03/06/2008	14	Male	Grade 7			CORRECTION	LRN: 765432112345;
4	DELA CRUZ	ANDRES	REYES		03/16/2008	14	Male	Grade 7		765432112345	DUPLICATE	BDAY: 03/16/2008 row 3

- Collect and send to IPA the school forms following the filename format listed in *Section II. 5 – Submission of Data to IPA* below.

3. Gather school form data: School Registrar/School Principal will gather the following school forms for each learner:

- 3.1. **School Form 10** Learner's Permanent Record (SF10) for the most recent school year with information on all previous school years since grade 1:
- **If the learner is currently in SHS/was last enrolled in SHS:** please make sure SF10-SHS, SF10-JHS, and SF10-ES (if available) are attached. The IPA will follow up with the JHS of the learner to obtain SF10-ES if SF10-ES is not available at the SHS.
 - **If the learner is currently in JHS/was last enrolled in JHS:** please make sure SF10-JHS and SF10-ES are attached
 - In the list of learners submitted to the Schools, there will be a column clearly indicating which SF10 out of SF10-SHS, SF10-JHS, and SF10-ES we will be needing for each learner.
 - The IPA will follow up with the Schools at the end of SY2021/22 to obtain **SF10 containing academic information from SY2021-2022** in August of 2022.

3.2. **School Form 2** Daily Attendance Report of Learners (SF2) for

- School Year 2014-2015
- School Year 2015-2016
- School Year 2016-2017
- School Year 2017-2018
- School Year 2018-2019
- School Year 2019-2020
- School Year 2020-2021
- School Year 2021-2022 (to be submitted at the end of the 2021/22 School Year - a follow up will be sent from the IPA Research Associate)

3.3. **School Form 9** Learner's Progress Report Card (SF9) for

- School Year 2014-2015
- School Year 2015-2016
- School Year 2016-2017
- School Year 2017-2018
- School Year 2018-2019
- School Year 2019-2020
- School Year 2020-2021
- School Year 2021-2022 (to be submitted at the end of the 2021/22 School Year - a follow up will be sent from the IPA Research Associate)

Note that SF2 and SF9 may not be available for some School Years thus no available data for the learner. However SF10 is required to be submitted for all learners with all available school years.

4. **Check completeness of school form data:** Completeness of entries and verification should be done by the School Registrar/School Principal prior to submission of school forms to IPA. The electronic copies of the school forms should be clear and legible so that the data can be encoded.

5. **Submission of data to IPA:** School forms should be **submitted directly to IPA** through any of the following:

a. **Electronic Submission (Preferred)**

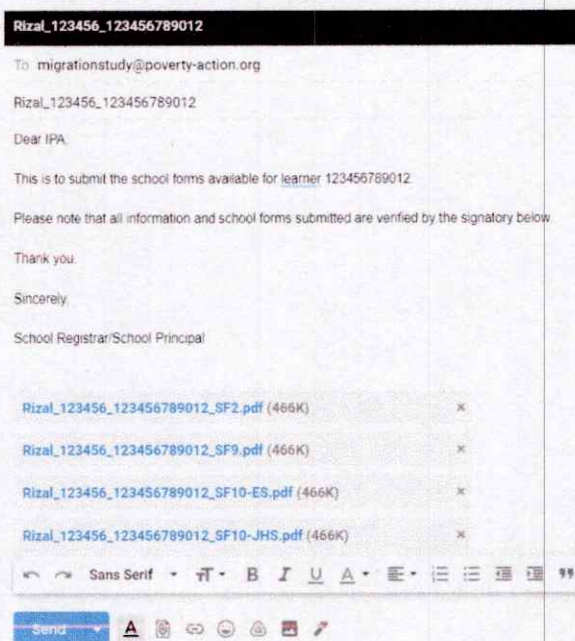
- The school may either scan/take photos of all required SF 2, 9, and 10 for each learner or directly send the electronic version (e.g. PDF, JPEG or any other electronic version) of the SFs via email to IPA.
- School focal person **must verify and check that (i) All scanned data must be clear and legible so that the data can be encoded (ii) All relevant available data has been collected.**
- Submission of SF 2, 9, and 10 data will be sent via email to IPA **within 6 weeks after receiving the list of learners from the SDO.**
- A separate email submission of the school forms should be done for each learner (e.g. if there are 3 students in a school, the School Registrar/Principal or focal person will send 3 separate emails, one per learner).
- School focal person should use the following format when saving the school form files that will be attached to each email for each learner: **[SDO]_[School ID]_[LRN]_[School Form].**

Figure 2. Sample Filenames for LRN 123456789012 of School ID 123456:

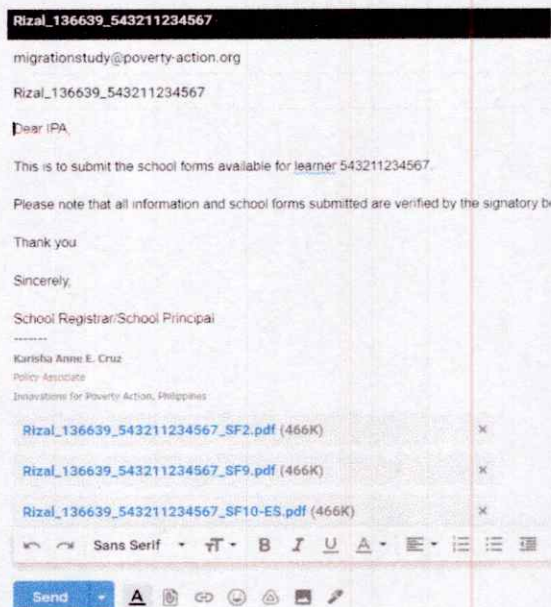
Rizal_123456_123456789012_SF2.pdf
 Rizal_123456_123456789012_SF9.pdf
 Rizal_123456_123456789012_SF10-ES.pdf
 Rizal_123456_123456789012_SF10-JHS.pdf

In total, for each learner, we would expect at least three different electronic files attached to the email (SF2, SF9, and SF10).

Example of Email Submission from School for Learner 1



Example of Email Submission from School for Learner 2



- The email address for sending the data is: migrationstudy@poverty-action.org
- Deadline for submission of school forms to IPA is **6 weeks after receiving** the list of learners from the SDO.

b. Physical Submission via courier

- If there are schools who can't submit electronically due to internet connection problems, they may opt to submit a physical copy of the schools forms directly to the IPA office. **The school should inform the IPA if they opt to use this method of submission.**
- If submission will be done via courier, the school focal person should **inform IPA** via email migrationstudy@poverty-action.org, or via

phone at [09692473442 \(SMART\)](tel:09692473442) or [09654829376 \(TM\)](tel:09654829376) or via FB Messenger: [IPA RA Therese David](#).

- When ready to deliver the school form documents, the School Focal will be responsible for coordinating the **IPA Research Associate**.
 - The IPA Research Associate will directly coordinate via email, text, or FB Messenger with the School Focal regarding the instructions on how to physically courier the required school form data. **The IPA will reimburse all costs associated with this.**
 - **Physical submission of data by a school via courier will be done twice throughout the entire project:**
 - **First submission:** As soon as possible (within 6 weeks) following the first list of learners received by the School Principal/Registrar from the SDO.
 - **Second submission:** As soon as possible (within 6 weeks) **after the 1st of December**. In other words, should the school receive further lists of learners after the first list of learners, they are to gather this data and wait until the 1st of December to submit all of the remaining data together at one time.
6. Since the data to be submitted from schools contains sensitive and personal identifiable information (PII), the schools are instructed to directly send the data to IPA (not copying the SDO/RO in the email). In relation to this, IPA will provide a tracker which will be updated weekly in order for SDO/RO to monitor the submissions of schools in their jurisdiction. IPA may also follow-up with SDO concerned if the schools haven't submitted on the deadline.
7. **Verification of submitted data:** IPA RA will check the submitted school forms and give feedback directly to schools. The schools are then expected to provide answers to the feedback (e.g. missing data, mismatched learner's name, etc.)

Should you have questions and/or clarifications you may contact any of the following:

Therese David

Research Associate, Innovations for Poverty Action (IPA)

E-mail: migrationstudy@poverty-action.org

Mobile Number: 09692473442 (SMART) or 09654829376 (TM)

Facebook Messenger Account: [IPA RA Therese David](#)

Siu Yuat Wong

Lead Researcher, Yale University

E-mail: migrationstudy@poverty-action.org

Policy Research and Development Division
DepEd Central Office
E-mail: ps.prdd@deped.gov.ph

MIGRATION AND EDUCATION STUDY FREQUENTLY ASKED QUESTIONS

Question	Response
School Form Submission	
To whom can the schools send the submission of school forms?	School will directly submit the school forms of learners to IPA Migration Impact Study email at migrationstudy@poverty-action.org . No need to copy furnish SDO since we want to limit the viewers of the data.
Do we need to submit the School Form 2 (SF2) of the entire class since this was usually accomplished by class and on a monthly basis?	We will only collect data from the list of learners (or those migrants/parents who consented in the phone surveys). For SF2, we will ask the schools to redact or filter out the other learners that are in the list.
What if the school does not currently have the SF 10 from the student's elementary school?	For learners who are at least in Senior High School, IPA will be collecting information of the student's Elementary School to be able to request for the SF10 ES of the student. Please make sure that the SF10 for JHS is attached.
What if the school does not have SF2 and School Form 9 (SF9) of the learner?	We will only collect School Forms that are available for the learner. We would understand if there are cases where this is not available anymore in the current school. If not available, please inform us of the reason/s in the email submission of school forms so that we can take note of this.
How can the schools in the remote area where there is no reliable internet connection (or electronic devices) submit the schools forms?	Schools can submit the school forms of learners via physical submission or courier addressed to the IPA Office. Once ready to submit the data, schools should coordinate with IPA for the details. IPA will reimburse the cost of shipment.
List of Learners	
When and how are we going to receive the list of participating schools and their respective list of learners?	IPA will directly send the list of learners and their schools to SDO who handles those schools in the list.

Are we expecting a different list of learners from IPA every submission period?	Yes, every 6 weeks IPA will send a list of new learners for SDO concerned. However, there are possibilities that in every submission of IPA not all schools will be given a list.
Do the Regional Offices have access to the list of learners/schools included for the data collection?	IPA will share the summary and tracking of submissions of schools (per SDO) to ROs and SDOs.
Does the IPA ask for the consent of the parents (or learners) included in the list for DepEd data collection?	Yes, we sought consent from the study's Enlistment Survey (Facebook Messenger Survey) and Phone Surveys. Only migrants (phone survey respondents) who agreed or gave consent for us to access the school forms and learner information will be included in the list for DepEd data collection.
How are the learners from the list identified or included in the data collection?	The parents/guardians of learners participated in the phone survey and gave consent to IPA to collect their data from their schools.
Are the learners in the private schools included in this data collection?	Yes, this data collection covered both public and private schools in all 17 regions in the Philippines.
Do we need to get consent from the parents of guardians of the learners for the data collection?	No need, the IPA already secured the consent of the parents/guardian of the learners.
Data Privacy	
Are the data and information of the learners protected in this study?	Yes, the team of data collectors and researchers are trained to secure the data gathered for this study. It was also bound by the Data Privacy Act of 2012 and Data Sharing Agreement between Department of Education and Innovations for Poverty Action.
Other Matters	
Is the activity (e.g. field work) that will be conducted by the SDO SEPS (or focal) for this study considered as official business of DepEd?	Yes. The activity for this study is considered as official DepEd business (see <i>DepEd Memo OUCOS-PS-2022-014</i>).
Will there be an orientation for the schools included in the list for data collection?	Information materials will be given to SDO. If it is deemed necessary SDO can organize an

	orientation and may invite PRD or IPA as resource person.
Will we be given a copy of the study/research once it has been completed?	Yes.

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