



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

POLICY, PLANNING AND RESEARCH DIVISION

OPERATIONS MANUAL



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

TABLE OF CONTENTS

A. Title Page i
B. Introduction 1
C. Organizational Structure, Office Functions, and Job Summary 2
D. Legal Bases and References 11
E. Definition of Terms and Acronyms 14
F. Quality Control Plans 17
G. Forms/Templates 52

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	1 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

INTRODUCTION

Effective as of May 28, 2024

The Policy Planning and Research Division ensures that the region develops strategic and operational plans, adopts policies, standards, and guidelines, and receives educational data and information in order to make governance and operational decisions in order to improve access to and delivery of excellent basic education. The products and services, which serve as the major outputs of PPRD in the **Regional Education Planning** include the Strategic Planning (Formulation of the Regional Education Development Plan), Medium Term Planning, and Operational Planning (Processing of Work and Financial Plans).

PPRD is also responsible in managing the region's **research** activities which outputs aid in the formulation and implementation of educational strategies, policies, standards, and recommendations in all areas of basic education. Likewise, the Division monitors and evaluates the application of **policies** and procedures relating to Planning and Data Management Systems.

Furthermore, the PPRD leads in the supply and use of comprehensive, valid, timely, and accurate data and information for planning, budgeting, and policy direction, as well as data management system maintenance and update. On the other hand, **Data Management**, including Education Statistics Monitoring, Data Dissemination, Data Dissemination (Data Request), Data Management, Management of Information System, Budget Preparation and Approval (Preparation of Basic Education Data Report Cards), and Budget Processing and Execution (Preparation of Budget Execution Document-Physical Plan) are also included as products and services of this division. Lastly, for **Office Administration and Performance Management**, Office and Staff Performance Monitoring and Appraisal is the product and service of this division.

PPRD likewise cater to the data and planning needs of different line agencies which include but not limited to the Department of Education (DepEd) Central Office, Department of Budget and Management (DBM), National Economic and Development Authority (NEDA), regional line agencies, and schools division offices, in the region and researchers are some of the clients who are expecting these outputs.

The guidelines and procedures stated herein are to be adhered to by all teaching and non-teaching personnel including the department's internal and external stakeholders.

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor

Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	1 of 62



Certificate No. PHP QMS
22 93 0085

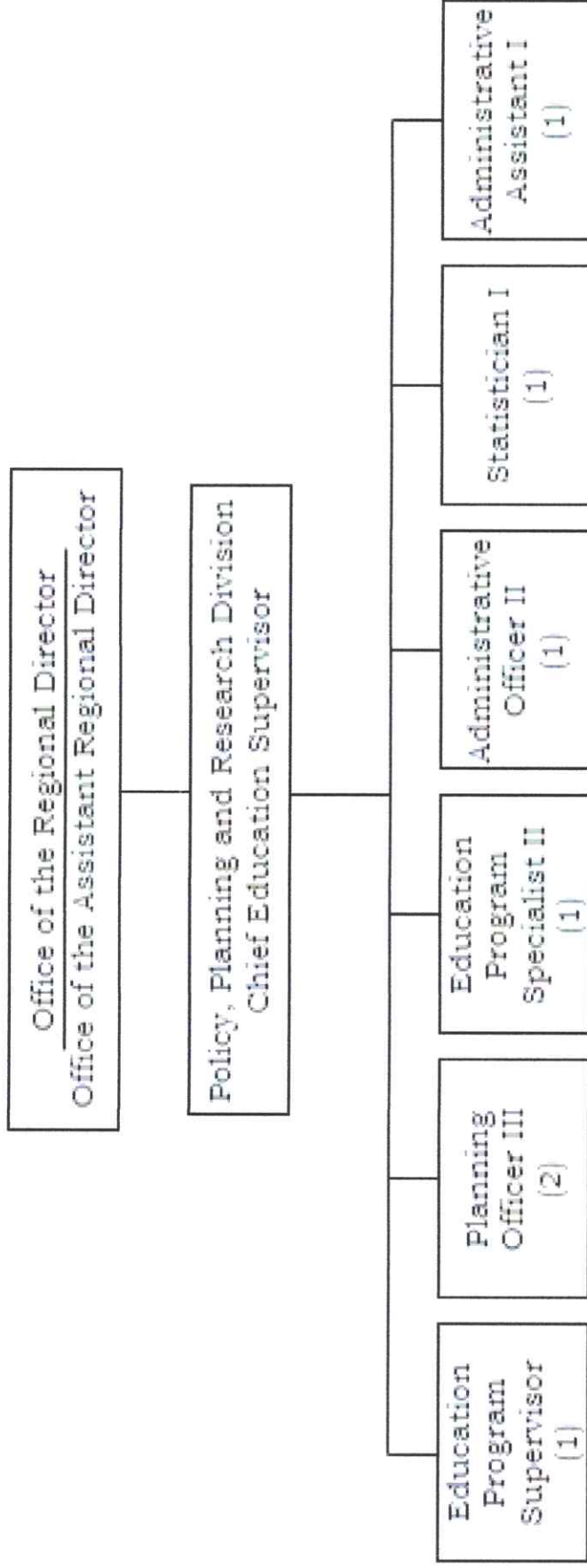


Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, AND JOB SUMMARY
Effective as of May 28, 2024

ORGANIZATIONAL STRUCTURE (Policy, Planning and Research Division)



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	2 of 62



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

OFFICE FUNCTIONS

Name of Office / Division:	Policy, Planning and Research Division
Strand / Governance level:	Regional Office

Statement of Purpose

The Policy, Planning and Research Division (PPRD) provides the Regional Office, Schools Division Offices, and other stakeholders an accurate, updated, reliable and relevant data, information and analysis for policy review and recommendation, planning, research, and other data-driven decisions.

Outcomes		Outcome Indicators	
<ul style="list-style-type: none"> RO, SDO, and other stakeholders make informed data and research-driven decisions for policy review, recommendation, and strategic planning directions. 		<ul style="list-style-type: none"> Plans, directions, and policy reviews are data and research-driven, and consistent with policy development process and planning standards 	
Key Result/s Area	Objectives	Output Indicators	
Regional Education Planning	To lead the conduct of relevant activities in the development of the regional education long-term, medium-term, and operational plans	<ul style="list-style-type: none"> Regional Education Development Plan (REDDP) Investment Plan 3-year rolling plan 	<ul style="list-style-type: none"> Number of plans developed compliant to policy and planning standards
		<ul style="list-style-type: none"> Work Financial Plan (WFP) Physical plans (i.e. Budget Execution Documents 2 (BED 2)) Plan submitted to Regional Development Council (RDC) and/or Central Office (CO) 	<ul style="list-style-type: none"> Number of WFPs reviewed and adjusted Approved WFPs and AIPs implemented Number of developed physical plans compliant with planning standards Plan submitted on time



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	3 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
Policy Implementation and Assessment	Ensure alignment of DEDP to REDP and compliance to policy and planning standards	<ul style="list-style-type: none"> Quality assured DEDP 	<ul style="list-style-type: none"> Number of quality assured DEDPs compliant to policy and planning standards
	To lead in the review of existing policies and issued regional implementation guidelines	<ul style="list-style-type: none"> Reviewed policies Reviewed Regional issuances/guidelines 	<ul style="list-style-type: none"> Number of policies reviewed Number of regional issuances/guidelines reviewed
Research Management	To lead in gathering and analysis of feedback for policy implementation	<ul style="list-style-type: none"> Policy Implementation Feedback Analysis Report Policy recommendations submitted to the Central Office 	<ul style="list-style-type: none"> Number of policy implementation feedback analysis report Number of policy recommendations submitted
	To lead in the evaluation of research outputs for policy development and planning	<ul style="list-style-type: none"> Research Dissemination Activities 	<ul style="list-style-type: none"> Number of research dissemination activities conducted
		<ul style="list-style-type: none"> Uploaded research outputs in the e-Saliksik Evaluated Completed researches BERF Non-BERF Compilation of Research Outputs 	<ul style="list-style-type: none"> Number of uploaded research outputs in the e-Saliksik Number of evaluated completed research Number of disseminated researches Number of research outputs archived
To provide TA in the conduct of research studies	<ul style="list-style-type: none"> TA Plans on Research 	<ul style="list-style-type: none"> Number of TA on research provided 	



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	4 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators	
Data Management	To monitor and evaluate the SDOs' implementation of Research Management	<ul style="list-style-type: none"> TA Needs Assessment Results Monitoring and Evaluation Tool M&E Reports and Findings on Research Management RO initiated researches 	<ul style="list-style-type: none"> Number of SDOs monitored and evaluated on the implementation of Research Management Number of RO initiated researches monitored and evaluated 	
	To provide complete, valid, timely, and accurate data and information for planning and strategic direction, budgeting, and policy review and recommendation	<ul style="list-style-type: none"> Needs analysis on Basic Education Data Analyzed data on basic education Basic education data set inputs to Budget proposal 	<ul style="list-style-type: none"> Percentage of data completed, analyzed, and validated Number of inputs on Basic education data sets provided 	
	To provide technical assistance on data management	<ul style="list-style-type: none"> Technical Assistance Plan TA Needs Assessment Results Accomplishment Report 	<ul style="list-style-type: none"> Number of RO Offices and SDOs provided with TA on Data Management Number of technical assistances provided 	
	To monitor the updating of regional data in the Management Information Systems of Central Office (LIS, EBEIS, NSBI)	<ul style="list-style-type: none"> Updated regional Management Information System 	<ul style="list-style-type: none"> Functional Regional Management Information System 	



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	5 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
Office Administration and Performance Management	To establish and maintain systems and processes geared towards administrative effectiveness and efficiency	<ul style="list-style-type: none"> Operations Manual and/or Citizens Charter Document Tracking System Administrative and Financial Reports 	<ul style="list-style-type: none"> Streamlined Processes/ Services and Procedures as declared in the Operations Manual and Citizen Charter Operational document tracking system Number of pertinent forms and documents accomplished and submitted on time (e.g. WFP, PPMP, APP)
	To promote culture of excellence, innovation, and collaboration	<ul style="list-style-type: none"> List of employees given rewards and recognition Citizen/Client Satisfaction Survey (CCSS) Results and Analysis Report on Actions taken relative the CCSS results (if there's any) 	<ul style="list-style-type: none"> Number of recognition initiatives conducted CCSS rating received Number of satisfied clients/customers based on feedback received
	To conduct periodic monitoring and evaluation of office/ staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none"> IPCRF/OPCRF Accomplishments Capacitated staff Training Completion/ Terminal Reports Report on performance coaching 	<ul style="list-style-type: none"> Percentage of achievement of IPCRF/OPCRF Number of personnel who attended learning and development programs Number of performance coaching activity conducted Number of Performance reviews conducted



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

JOB SUMMARY

Bureau/ Service	Regional Office	Division/Unit	Policy, Planning and Research Division
<p>Office Key Result Area</p> <ol style="list-style-type: none"> 1. Regional Education Planning 2. Policy Development 3. Research Management 4. Data Management 			
JD Number	Position	Job Summary	Key Result Area
	Chief Education Supervisor	<p>Facilitates the development of the regional education planning framework and systems that will guide strategic and operational plans, policies, standards and guidelines as well as providing the basic education information for making decisions towards increased access to and delivery of quality basic education.</p> <p>Leads and manages the work of the team that will operationalize and monitor the implementation of planning frame and systems in the region.</p>	<p>Key Result Area</p> <ul style="list-style-type: none"> • Planning Frame, Systems and Plans • Policies and Standards • Education Data Management System • Research • Technical Assistance • Unit Performance <p>Reports to</p> <p>Regional Director</p> <p>Position Supervised</p> <ul style="list-style-type: none"> • Education Program Supervisor • Planning Officer III • Education Program Specialist II • Administrative Officer II • Statistician I • Administrative Assistant I



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	7 of 62





Republic of the Philippines

Department of Education REGION IV-A CALABARZON

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Education Program Supervisor	Facilitates the preparation/ updating of the region's 6-year strategic plan and annual work plans with the involvement of both internal and external stakeholders through guidance in the use of various planning techniques such as inferential statistics, forecasting and scenario building. Reviews the strategic and operational plans of schools divisions and facilitates affirmation by RO and presentation	<ul style="list-style-type: none"> • Planning Frame, Systems and Plans • Policies and Standards • Education Data Management System • Research • Technical Assistance 	Chief Education Supervisor	
	Planning Officer III	Provides descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation, and policy direction as well as, ensure basic education data quality and access by intended users Monitors and evaluates implementation of policies and guidelines related to planning and education data management system at the Schools Division.	<ul style="list-style-type: none"> • Planning Frame, Systems and Plans • Policies and Standards • Education Data Management System • Research • Technical Assistance 	Chief Education Supervisor	
	Education Program Specialist II	Enables the conduct of research studies towards formulation of regional policies and recommend publication and utilization of findings in improving basic	<ul style="list-style-type: none"> • Planning Frame, Systems and Plans 	Chief Education Supervisor	



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	8 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education REGION IV-A CALABARZON

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
		education services, as well as in the provision of technical assistance by the region to the schools divisions	<ul style="list-style-type: none"> • Policies and Standards • Research 		
	Administrative Officer II	Provides prompt and effective support to the regional office and schools divisions in the implementation of planning and budgeting, as well as in the preparation and dissemination of policies, guidelines, and reports, in coordination with the regional budget office.	<ul style="list-style-type: none"> • Planning Frame, System and Plans • Policies and Standards • Education Data Management System • Research • Technical Assistance 	Chief Education Supervisor	
	Statistician I	Maintains the basic education database of the RO and provides processed basic education data as may be required in the implementation of the policy and planning system, as well as in the preparation of regular and special reports Provides support to the schools divisions in maintaining data quality and access.	<ul style="list-style-type: none"> • Education Data Management System • Research 	Chief Education Supervisor	
	Administrative Assistant I	Assists the management and staff and provide administrative support in the effective and efficient operation of the PPR Division	<ul style="list-style-type: none"> • Record Keeping • Administrative Support 	Chief Education Supervisor	



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

leg



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	10 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

LEGAL BASES AND REFERENCES

Effective as of May 28, 2024

Plan Formulation

- a. Strategic Planning (Formulation of the Regional Education Development Plan)
- b. Medium Term Planning
- c. Operational Planning (Processing of Work and Financial Plans (WFPs))
 1. DepEd Order No. 44, s. 2015, Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)
 2. RA 9155, Governance of Basic Education Act of 2001
 3. DepEd Order No. 12, s. 2020, DepEd Basic Education Learning Continuity Plan in the Time of COVID-19
 4. Republic Act No. 10533, An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and for Other Purposes
 5. DepEd Order No. 11, s. 2021 - Guidelines on the Operationalization of the Program Management Information System
 6. DepEd Order No. 24, s. 2022 – Adoption of the Basic Education Development Plan 2030

Policy Development

- a. Policy Review
 1. DepEd Order No. 13, s. 2015, Establishment of a Policy Development Process at the Department of Education
 2. RA No. 10173, Data Privacy Act of 2012
 3. National Privacy Commission 16-01, Security of Personal Data in Government Agencies
 4. RA No. 9155, Governance of Basic Education Act of 2001
 5. DepEd Order No. 52, s. 2015, New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education

Office and Staff Performance Monitoring and Appraisal

1. CSC Memorandum Circular 6, s. 2012, Complete Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)
2. DepEd Order No. 2, s. 2015, Guidelines on the Establishment & Implementation of the Results-based Performance Management System (RPMS) in the Department
3. Philippine Professional Standards for Teachers
4. Unnumbered DepEd Memorandum dated January 25, 2018, Compendium of DepEd Office Functions and Job Descriptions



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	11 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Education Statistics Monitoring

1. DepEd Order No. 32, s. 2018 - Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System and Enhanced Basic Education Information System
2. DepEd Order No. 03, s. 2018 – Basic Education Enrollment Policy
3. DepEd Order No. 45, s. 2017 – Guidelines on Updating the Basic Education Statistics for the Beginning of School Year 2017- 2018 in the Learner Information System and Enhanced Basic Education Information System

Data Information Management

- a. Data Dissemination
- b. Data Dissemination (Data Request)
- c. Data Management
- d. Management of Information System

1. DepEd Order No. 32, s. 2018 - Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System and Enhanced Basic Education Information System
2. DepEd Order No. 03, s. 2018 – Basic Education Enrollment Policy
3. DepEd Order No. 45, s. 2017 – Guidelines on Updating the Basic Education Statistics for the Beginning of School Year 2017- 2018 in the Learner Information System and Enhanced Basic Education Information System
4. DepEd Order No. 1, s. 2017 – Guidelines on the National Inventory of DepEd Public School Buildings for School-Year 2016-2017
5. DepEd Order No. 70, s. 2016 – Guidelines on the Encoding of Senior High School Enrolment for Second Semester in the Learner Information System for School Year 2016-2017
6. DepEd Order No. 54, s. 2016 – Guidelines on the Request and Transfer of Learner’s School records
7. DepEd Order No. 42, s. 2014 – Guidelines on Resolving School Year (SY) 2014-2015 Learner Information System (LIS) Data Issues
8. DepEd Order No. 23, s. 2014 – Data Gathering Forms of the Enhanced Basic Education Information System for the End of School Year 2013-2014
9. DepEd Order No. 22, s. 2012 – Adoption of the Unique Learner Reference Number (LRN)
10. 2020 DepEd Citizen’s Charter Handbook (1st Edition)

Financial Management

- a. Budget Preparation and Approval (Preparation of Basic Education Data Report Cards)
 - b. Budget Processing and Execution (Preparation of Budget Execution Document-Physical Plan)
1. Executive Order No. 292, Book VI of the Administrative Code of 1987
 2. Republic Act No. 6655, Free Public Secondary Education Act of 1988
-



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	12 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

3. Republic Act No. 9155, Governance of Basic Education Act of 2001
4. Department Order 52 s. 2015, New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education
5. General Appropriations Act
6. Government Accounting Manual (GAM) for National Government Agencies
7. National Expenditure Program
8. DBM Circular No. 11, s. 2021, Guidelines for the Preparation and Reiteration of the Prescribed Submission of the Annual Budget Execution Plans Covering Fiscal Year (FY) 2022 Budget
9. COA & DBM Joint Circular, Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) Starting FY 2019

Research Management

- a. Call for Proposal and Proposal Evaluation
 - b. Implementation and Monitoring
 - c. Full Paper Evaluation
 - d. Dissemination of Research Results
 - e. Archiving
-
1. DepEd Order No. 39, s. 2016, Adoption of the Basic Education Research Agenda
 2. DepEd Order No. 16 s. 2017, Research Management Guidelines
 3. DepEd Order No. 26, s. 2021, Amendment to DO No. 16, s. 2017 (Research Management Guidelines)
 4. DepEd Order No. 4, s. 2016 Amendment of the Revised Guidelines on Basic Education Research Fund
 5. DepEd Order No. 43, s. 2015 Revised Guidelines on Basic Education Research Fund
 6. DepEd Order No. 24, s. 2010 Basic Education Research Fund
 7. DepEd Order No. 14, s. 2022 Adopting of E-Saliksik: The DepEd Research Portal
 8. DepEd Order No. 28, s. 2022 Adopting Tools to Improve Quality Management of Completed Research at the Department of Education

Prepared by:

Approved by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	13 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

DEFINITION OF TERMS AND ACRONYMS

Effective as of May 28, 2024

Basic Education Data Report Cards. These are comprehensive reports that provide essential statistics on basic education. They include data on student enrollment, inventory and needs on teacher and classroom, beneficiaries of the Government Assistance to Students and Teachers in Private Education (GASTPE) program, and proposed budget allocations for school building projects. The information is detailed and disaggregated by legislative district.

Basic Education Research Fund (BERF). This is a grant provided by the Department of Education to support education research in aid of evidence-based policy formulation.

Budget Execution Document (BED). Annual document required at the onset of the budget execution phase, which contains the agencies' targets and plans, physical as well as financial, for the current year.

Division Education Development Plan (DEDP) Appraisal. This is a critical review of a plan or a proposal by a third party to ensure all aspects of the plan are correct, accurate and that the proposed strategies will contribute to the achievement of desired objectives.

Office Memorandum (OM). This pertains to dissemination of instruction, information, or related matters

Physical Plan. This contains physical targets for next year broken down by quarter, and present year accomplishments.

Plagiarism. This pertains to an intellectual theft, i.e., presenting another individual's work as your own without appropriate referencing and citation

Proponent. This refers to an individual or group who will propose and/or conduct the complete research process.

Regional Education Development Plan (REDP). This is the physical product of the strategic planning process.

Regional Research Committee (RRC). This pertains to a group of people composing of Regional Chiefs and select Education Program Supervisors from all functional divisions who evaluate the submitted proposals and deliverables.

Research. This is a systematic process of collecting and analyzing data to increase the understanding of a topic.

Research Proposal. This is a document proposing a research project, generally in the field of basic education and constitutes a request for sponsorship.



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	14 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

School ID. This is an identification number assigned to each school.

Strategic Intervention. These are interference to be implemented to support each strategy, which may include policies, programs, projects networking and partnerships, research and development, and all other modalities.

Work and Financial Plan (WFP). This plan contains the list of programs/projects/activities of the region, detailing the physical and financial targets by functional division.

Acronyms

ADAS I	Administrative Assistant I
AO II	Administrative Officer II
ARD	Assistant Regional Director
BED	Budget Execution Document
BEDP	Basic Education Development Plan
BEIS	Basic Education Information System
BERF	Basic Education Research Fund
CESB	Career Executive Service Board
CO	Central Office
CSC	Civil Service Commission
DEDP	Division Education Development Plan
DBM	Department of Budget and Management
DM	DepEd Memorandum
DO	DepEd Order
DPO	Division Planning Officer
EBEIS	Enhanced Basic Education Information System
EPS	Education Program Supervisor
EPS II	Education Program Specialist II
ESC	Educational Service Contracting
FD	Functional Division
GASTPE	Government Assistance to Students and Teachers in Private Education
ITO	Information and Technology Officer
LIS	Learner Information System
NSBI	National School Building Inventory
OARD	Office of the Assistant Regional Director
ORD	Office of the Regional Director
PMIS	Program Management Information System
RD	Regional Director
REDP	Regional Education Development Plan
RLA	Regional Line Agencies
RM	Regional Memorandum
RO	Regional Office
ROP	Regional Office Proper
RPT	Regional Planning Team
RRC	Regional Research Committee



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Acronyms

SDO	Schools Division Office
SDRC	Schools Division Research Committee
SDS	Schools Division Superintendent
SEPS	Senior Education Program Specialist
STAT I	Statistician I
TA	Technical Assistance
TWG	Technical Working Group
WFP	Work and Financial Plan

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of May 28, 2024

Name of the Process: **Strategic Planning (Formulation of the Regional Education Development Plan)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls: Activity, Forms and Templates, References, Monitoring Tools)
Resource speaker, CO, & PPRD	Basic Education Development Plan (BEDP) Framework, Previous REDP & BE-LCP, EBEIS and LIS	Conduct of Training-Workshop on Preparation of REDP	Resource speaker & PPRD Personnel	Internal & External Environment SWOT Analysis	Regional Planning Team	Communications & email notification LIS & EBEIS data SWOT Template PAWIM-F-003
Regional Planning Team	Internal & External Environment SWOT Analysis	Formulate strategic plans & projects vis-à-vis in consideration & alignment with SDO DEDPs	Regional Planning Team	Draft REDP	ARD & RD	Online Productivity Tools



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	17 of 62



Certificate No. PHP QMS
 22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ARD & RD	Draft REDP	Review & approve the submitted REDP Draft	ARD & RD	Approved REDP	Regional Planning Team (RPT)	Approval Sheet & Final copy of REDP
Regional Planning Team (RPT)	Approved REDP	Prepare Regional Memorandum on REDP Dissemination	PPRD	RM draft	ORD	TEAHub System

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	18 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of May 28, 2024

Name of the Process: **Medium Term Planning**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Resource speaker, CO, & PPRD	Results of Mid-Term Evaluation	Conduct of Training-Workshop on Adjustment of REDP	Resource speaker & PPRD Personnel	Internal & External Environment SWOT Analysis	Regional Planning Team (RPT)	Communications & email notification LIS & EBEIS data SWOT Template PAWIM-F-003
RPT	Internal & External Environment SWOT Analysis	Adjust strategic plans & projects vis-à-vis results of Mid-Term Evaluation	RPT	Draft of 3-year Rolling Plan	ARD & RD	Online Productivity Tools
ARD & RD	Draft of 3-year Rolling Plan	Approval of the 3-year Rolling Plan	ARD and RD	Approved 3-year Rolling Plan	RPT	Approval Sheet & Final copy of



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	19 of 62





Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
RPT	Approved 3-year Rolling Plan	Disseminate the Final 3-year Rolling Plan	PPRD	Disseminated 3-year Rolling Plan	CO, RO, SDOs, schools, and regional line agencies	REDP Regional Memo, TEAHub System, Acknowledgement Receipt, and Regional website

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	20 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN
Effective as of May 28, 2024

Name of the Process: **Operational Planning (Processing of Work and Financial Plans)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
A. Preparation and Confirmation of WFP in the Regional Office						
DepEd CO-PPD, PPRD, and FIN	DepEd Order 11, s. 2021, OM 255, s. 2023, Budget Allocation, & PMIS	Prepare Operational Plans (WFP, PPMP and CSE) using the PMIS	All FDs	Prepared Operational Plans	Chief-PPRD Chief-FIN, AO IV-Procurement Unit	PMIS
Chief-PPRD Chief-FIN, AO IV-Procurement Unit	Prepared Operational Plans	Review and approve the Operational Plans	Chief-PPRD Chief-FIN, AO IV-Procurement Unit, ARD and RD-ORD	Reviewed and Approved Operational Plans	All FDs	Signed Operational Plans
All FDs	Reviewed and Approved Operational Plans	Submit scanned copy of the approved WFPs	All FDs	Submitted scanned WFPs	PPRD	Email sent item



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	21 of 62

Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
PPRD	Submitted scanned WFPs	Submit scanned WFPs	PPRD	Submitted scanned WFPs	DepEd CO (PS-PPD)	Email sent item
B. Review and Confirmation of SDO Submitted Work and Financial Plans						
PPRD-RO and SDO	RM 62, s. 2024 and Approved WFPs	Review submitted Approved WFPs of SDOs	Assigned PPRD Personnel	Reviewed WFPs	Assigned PPRD Personnel	Online Productivity Tools and PMIS
Assigned PPRD Personnel	Reviewed WFPs	Confirm WFPs in the PMIS	Assigned PPRD Personnel	Confirmed WFPs	Division Planning Officers (DPOs)	PMIS and Email sent item

Prepared by:


ELINO S. GARCIA
 Chief Education Supervisor
 Policy, Planning and Research Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	22 of 62



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of May 28, 2024

Name of the Process: **Policy Review**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and References, Monitoring Tools)
DepEd CO	DepEd Memo on request for inputs	Deploy online document system via Online Productivity Tools for data collection	Chief of Functional Divisions (FDs)	Deployed online document system	Various FDs/ Schools Division Offices (SDOs)	Online Productivity Tools
Various FDs/ Schools Division Offices (SDOs)	Deployed online document system	Provide inputs in the deployed online document system	Various FDs/ Schools Division Offices (SDOs)	Deployed online document system with inputs	Responsible FDs	Online Productivity Tools
Responsible FDs	Raw data from deployed online system	Consolidate raw data	Responsible FDs	Consolidated data	DepEd CO	Email sent item



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	23 of 62





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	24 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of May 28, 2024

Name of the Process: **Office and Staff Performance Monitoring and Appraisal**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Phase I. Performance Planning						
Functional Division (FDs) and School Division Offices (SDOs)	Draft OPCR (Target)	Check the alignment of the performance targets	Regional Performance Management Team (RPMT)	Reviewed OPCR targets	Functional Division (FDs) and School Division Offices (SDOs)	RO-HRDD-F017 OPCR, Office Functions version 3, and Online Productivity Tools
Phase II. Mid-year Review						
FDs and SDOs	Revised OPCR	Check the alignment of the calibrated OPCR	RPMT	Calibrated OPCR	FDs and SDOs	O-HRDD-F017 OPCR, Office Functions version 3, and Online Productivity Tools



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Phase III and IV. Year-end Results						
FDs and SDOs	Final OPCR	Check the final OPCR vis-à-vis actual accomplishments and MOVs	RPMT	Final OPCR	FDs and SDOs	O-HRDD-F017 OPCR, Office Functions version 3, and Online Productivity Tools

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	26 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of May 28, 2024

Name of the Process: **Education Statistics Monitoring**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
DepEd CO-EMISD	Education Statistics data, LIS, & EBEIS	Disseminate the official educational statistics and system-related data	DepEd CO-EMISD	Disseminated official educational statistics and system-related data	STAT I and PO III-PPRD	Email sent item
STAT I and PO III-PPRD	Disseminated official educational statistics and system-related data	Update database of PPRD	STAT I and PO III-PPRD	Updated database of PPRD	Chief ES, EPS, PO III, & STAT I-PPRD	Online Productivity Tools
Chief ES, EPS, PO III, & STAT I-PPRD	Updated database of PPRD	Monitor the trend of educational statistics and	Chief ES, EPS, PO III, STAT I-PPRD	Monitored educational statistics and	STAT I and PO III-PPRD	Online Productivity Tools



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	27 of 62



Certificate No. PHP OMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
		system-related data		system-related data		

Prepared by:

ELINO S. GARCIA
 Chief Education Supervisor
 Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	28 of 62



Certificate No. PHP QMS
 22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN
Effective as of May 28, 2024

Name of the Process: **Data Dissemination**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
STAT I and PO III-PPRD	Monitored educational statistics and system-related data	Disseminate the officially released Basic Education Statistics to SDOs	STAT I/PO III-PPRD	Disseminated Education Statistics	SDO DPOs & SEPSs for Planning and Research	Email sent items
SDO DPOs & SEPSs for Planning and Research	Disseminated Education Statistics	Acknowledge the receipt of Education Statistics	SDO DPOs & SEPSs for Planning and Research	Acknowledged education statistics	PPRD	Acknowledgment Receipt

Prepared by:

ELINO S. GARCIA

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ALBERTO T. ESCOBARTE

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	29 of 62



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of May 28, 2024

Name of the Process: **Data Dissemination (Data Request)**

A. Not region-wide

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
ORD	Routed communication	Identify the concerned office/s	Chief-PPRD	Routing slip	Concerned office/s	TEAHub System

B. Region-wide

ORD	Routed communication	Route the communication	Chief-PPRD	Routed communication	STAT-I-PPRD	Routing slip
STAT-I-PPRD	Routed communication	Prepare the report based on the availability of data	STAT I-PPRD	Data Report	Chief-PPRD	Routing slip, data report
Chief-PPRD	Data Report	Review the data report	Chief-PPRD	Reviewed data report	ORD	TEAHUB System



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	30 of 62



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBAR, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	Page
Effectivity	09.20.21	31	of 62



Certificate No. PHP-QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLANS
 Effective as of May 28, 2024

Name of the Process: **Data Management**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
PPRD	Approved memoranda & slide decks	Disseminate LIS/BEIS/NSBI issuances	PPRD	slide decks	SDOs	Activity Documentation Report
SDOs	slide decks	Ensure compliance to memoranda through submission, validation, and finalization of data inputs for the school year through EBEIS/LIS	SDOs	Encoded/uploaded and validated data inputs in the system	DepEd CO	LIS, BEIS, & NSBI



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	32 of 62



Certificate No. PHP QMS
 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	33 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of May 28, 2024

Name of the Process: **Management of Information System**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
RO-Records/SDOs	approved legal basis of school on establishment /additional SHS offerings	Review & validate the school record in the existing database using EBEIS	STAT I and AO II-PPRD	Reviewed and validated school profile using EBEIS	STAT I and AO II-PPRD	officially released legal basis from RO-Records and Emails
STAT I-PPRD AO II-PPRD	Reviewed and validated school profile using EBEIS	Update/create school profile using the validated legal basis	STAT I and AO II-PPRD	New school ID and/or Updated school profile	STAT I and AO II-PPRD	EBEIS and Monitoring Sheet
STAT I and AO II-PPRD	New school ID and/or Updated school profile	Notify the concerned SDO on the updated/newly created school profile and SHS Offering	STAT I and AO II-PPRD	Notified DPOs	SDO DPOs	Emailed EBEIS Screenshot of School ID Profile and SHS Offering



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	34 of 62





Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARNE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	Page
Effectivity	09.20.21	00	35 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN
Effective as of May 28, 2024

Name of the Process: **Budget Preparation and Approval (Preparation of Basic Education Data Report Cards)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
STAT I and AO II-PPRD	LIS, EBEIS, PEAC Information System and crucial resources report	Prepare basic education data sets per congressional district	PPRD	Basic education data report cards	Chief-PPRD, ORD, FIN, & ESSD	RO-PPRD-F010- Basic Education Data Report Card
Chief-PPRD, ORD, FIN, & ESSD	Basic education data report cards	Review and finalize the basic education report cards	Chief-PPRD, ORD, FIN, & ESSD	Reviewed and finalized basic education data report cards	Congressional Districts Representatives	Email sent item



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	36 of 62



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of May 28, 2024

Name of the Process: **Budget Processing and Execution (Preparation of Budget Execution Document-Physical Plan)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
DepEd CO (PS-PPD) and DBM	DBM Circular and National Targets of DepEd CO	Prepare the Budget Execution Document (BED No. 2)	EPS & PO III-PPRD	Regional Physical Plan	Chief-PPRD	BED No. 2
Chief-PPRD	Regional Physical Plan	Review and provide recommendations as necessary	Chief-PPRD	Reviewed Regional Physical Plan	FIN and ORD	BED No. 2 and Transmittal letter



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	38 of 62



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	Page
Effectivity	09.20.21	00	39 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

QUALITY CONTROL PLAN Effective as of January 4, 2024

Name of the Process: **Research Management: Call for Proposal and Proposal Evaluation**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
DepEd CO (PS-PRD)	Research Management Guidelines	Prepares draft regional memorandum on the call for proposals	EPS II and Chief ES-PPRD	Draft Regional Memorandum	ORD	Regional memorandum template, TEAHub System
ORD	Draft Regional Memorandum	Approves the Regional Memorandum (See Policy Review QCP of ORD)	ORD	Approved Regional Memorandum	Research proponents & SEPSs-SDOs	Regional website
Research proponents & SEPSs-SDOs	Regional Memorandum	Compiles the submission of research proposals through Online Productivity Tools	EPS II-PPRD	Compiled research proposals	Regional Research Committee (RRC) Secretariat-RO	BERF Research Application Form, BERF Basic Research Proposal Application Template, Action Research Proposal



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	40 of 62



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
RRC Secretariat	Research proposals	Conduct initial screening of the received research proposal as to completeness of eligibility requirements and prescribed templates	RRC Secretariat	Initially screened research proposals	RRC members	Template, BERF Declaration of Anti-Plagiarism & Absence of Conflict of Interest, BERF Cost Estimates Approval Form
RRC	Initially screened research proposals	Evaluate research proposals which passed the initial screening	RRC	Evaluated research proposals	RRC	Online Productivity Tools Online Productivity Tools, Action Research Proposal Evaluation Form, Basic Research Proposal Evaluation Form



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	41 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
RRC Secretariat	Evaluated research proposals	Notifies on the results through a memorandum	RRC Secretariat	Regional memorandum	Research proponents & SEPS-SDOs	Regional Memorandum, Regional website, TEAHub System
Research proponents & SEPS-SDOs	Regional memorandum	Compiles the presentation requirements/materials via Online Productivity Tools	EPS II	Compiled presentation requirements/materials	RRC & Technical Working Group	Online Productivity Tools
RRC & Technical Working Group	Presentation requirements/materials	Reviews and provides technical assistance in the proposal presentation	RRC and Secretariat	Reviewed research proposals Copy of TA provided	Documenter Research proponents	Online Productivity Tools



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	43 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN
Effective as of January 4, 2024

Name of the Process: **Research Management: Implementation and Monitoring**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Documenters Research proponents	Reviewed research proposals Copy of TA provided	Tracks the progress based on the approved work plan	RRC and Secretariat	Accomplished monitoring tool	RRC Secretariat	Progress Monitoring and Technical Assistance Tool for Ongoing Research Studies
RRC Secretariat	Accomplished monitoring tool	Compiles the results of the monitoring	RRC Secretariat	Compiled monitoring results	EPS II-PPRD	TEAHub System, Prescribed letter head
EPS II-PPRD	Compiled monitoring results	Prepares draft regional memorandum on	EPS II and Chief ES-PPRD	Draft Regional Memorandum	ORD	Regional memorandum template,



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
ORD	Draft Regional Memorandum	Approves the Regional Memorandum	ORD	Approved Regional Memorandum	Research proponents	TEAHub System (See Policy Review QCP of ORD) Regional website

Prepared by:

ELINO S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	45 of 62

Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of January 4, 2024

Name of the Process: **Research Management: Full Paper Evaluation**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
Research proponents	Regional Memorandum	Receives submission of full papers	RRC Secretariat	Full research paper	RRC Secretariat	Online Productivity Tools
RRC Secretariat	Full research paper	Initially screens the full paper as to completeness and prescribed template	RRC Secretariat	Initially screened full paper	RRC	Online Productivity Tools
RRC	Initially screened full papers	Evaluates the full papers and provides TA	RRC	Evaluated full paper	RRC Secretariat	Online Productivity Tools
RRC Secretariat	Evaluated full papers	Coordinates with the SEPSs for the full papers with comments and	EPS II-PPRD	List of comments and suggestions	SEPS-SDOs	Online Productivity Tools



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	46 of 62



Certificate No. PHP QMS
 22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		suggestions of RRC				

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	47 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN
 Effective as of January 4, 2024

Name of the Process: **Research Management: Dissemination of Research Results**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position, Title/ Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
DepEd CO (PS-PRD)	Research Management Guidelines	Prepares draft regional memorandum on the conduct of research results disseminations	EPS II and Chief ES-PPRD	Draft Regional Memorandum	ORD	Regional memorandum template, TEAHub System (See Policy Review QCP of ORD)
ORD	Draft Regional Memorandum	Approves the Regional Memorandum	ORD	Approved Regional Memorandum	Research proponents & SEPSs-SDOs	Regional website
Research proponents & SEPSs-SDOs	Approved Regional Memorandum	Receives the submission of full paper and video presentation Leads the conduct of research results dissemination	PPRD	Accepted full papers	RRC Secretariat-RO	PowerPoint Template



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	48 of 62





Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	49 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN
Effective as of January 4, 2024

Name of the Process: **Research Management: Archiving**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	(Information, Documents, Materials, etc)	(Main and Sub-activities, Process Steps)	(Position Title/Office Name performing the activity)	(Title of Documents, Service, Products)	(Recipient of outputs)	(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
RRC Secretariat-RO	Accepted full papers	Create folders using Online Productivity Tools	RRC Secretariat-RO	Created folders	ADAS I-PPRD	Online Productivity Tools
ADAS I-PPRD	Created folders	Archives the full papers in the designated folders	ADAS I-PPRD	Archived full papers	RRC Secretariat-RO	Online Productivity Tools



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	50 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINO S. GARCIA

Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	51 of 62



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

FORMS/TEMPLATES
Effective as of May 28, 2024

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
RO-PPRD-F001	Regional Education Development Plan (REDP) Outline	PPRD	Education Program Supervisor	00	Apr. 11, 2024	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F002	RBEP Formulation Assessment of Regional Employee Capacities	PPRD	Education Program Supervisor	00	Oct. 7, 2022		O
RO-PPRD-F003	RBEP Formulation-Regional Strategic Interventions	PPRD	Education Program Supervisor	00	Oct. 7, 2022		O
RO-PPRD-F004	RBEP Formulation-Matrix on Policy Issues and Agenda (Access)	PPRD	Education Program Supervisor	00	Oct. 7, 2022		O
RO-PPRD-F005	DEDP Appraisal Form	PPRD	Education Program Supervisor	01	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F006	DEDP Appraisal Form-Management	PPRD	Education Program Supervisor	00	Oct. 7, 2022		O



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	52 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
	Review Comments and Suggestions						
RO-PPRD-F007	Annual Accomplishment Report (AAR) Form	PPRD	Education Program Specialist II	01	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F008	Budget Execution Document (BED) No. 2	PPRD	Planning Officer III	00	Feb. 9, 2022		O
RO-PPRD-F009	Budget Accountability Report (BAR) No. 1	PPRD	Planning Officer III	00	Feb. 9, 2022		O
RO-PPRD-F010	Basic Education Data Report Cards	PPRD	Administrative Officer II	01	May 28, 2024	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F011	Budget Hearing Report Card- Provision of School Furniture	PPRD	Administrative Officer II	00	Feb. 9, 2022		O
RO-PPRD-F012	Budget Hearing Report Card-Report on Teacher Inventory and Shortage	PPRD	Administrative Officer II	00	Feb. 9, 2022		O



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
RO-PPRD-F013	Budget Hearing Report Card-Teacher Allocation	PPRD	Administrative Officer II	00	Feb. 9, 2022		O
RO-PPRD-F014	Budget Hearing Report Card-Report on Classroom Inventory Shortage	PPRD	Administrative Officer II	00	Feb. 9, 2022		O
RO-PPRD-F015	Budget Hearing Report Card-ESC Grantees	PPRD	Administrative Officer II	00	Feb. 9, 2022		O
RO-PPRD-F016	BERF Research Application Form	PPRD	Planning Officer III	00	Feb. 9, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F017	BERF Basic Research Proposal Application Template	PPRD	Planning Officer III	00	Jan. 4, 2024	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F018	BERF Action Research Proposal Template	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F019	BERF Letter of Acceptance	PPRD	Planning Officer III	00	Oct. 7, 2022		O



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
RO-PPRD-F020	BERF Research Monitoring and Utilization Form	PPRD	Planning Officer III	00	Oct. 7, 2022		O
RO-PPRD-F021	BERF Memorandum of Agreement	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F022	BERF Declaration of Anti-Plagiarism	PPRD	Planning Officer III	00	Oct. 7, 2022		O
RO-PPRD-F023	BERF Declaration of Absence of Conflict of Interest	PPRD	Planning Officer III	00	Oct. 7, 2022		O
RO-PPRD-F024	BERF Cost Estimates Approval Form	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F025	Report of Released BERF	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F026	Summary of Monitored BERF Funded Papers	PPRD	Planning Officer III	00	Oct. 7, 2022		O
RO-PPRD-F027	Feedback Report from Monitored SDOs	PPRD	Planning Officer III	00	Oct. 7, 2022		O



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	55 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education
REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
RO-PPRD-F028	Outstanding Researcher	PPRD	Planning Officer III	00	Feb. 9, 2022		O
RO-PPRD-F029	Activity/Calendar Change Form	PPRD	Statistician I	03	Apr 11, 2024	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F030	Action Research Proposal Evaluation Form	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F031	Basic Research Proposal Evaluation Form	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F032	Action Research Full Paper Evaluation Form	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F033	Basic Research Full Paper Evaluation Form	PPRD	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F034	Budget Hearing Report Card-SHVP Beneficiaries	PPRD	Administrative Officer II	00	Sept. 27, 2022		O
RO-PPRD-F035	Budget Hearing Report Card-TSS	PPRD	Administrative Officer II	00	Sept. 27, 2022		O



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	56 of 62



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
RO-PPRD-F036	Policy Feedback Form	PPRD	Education Program Supervisor	01	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F037	Checklist of Required Documents for the Conduct of PPAs	PPRD	Education Program Specialist II	01	Jan. 4, 2024		O
RO-PPRD-F038	Regional Education Development Plan (REDP) Appraisal Form	PPRD	Education Program Supervisor	00	Apr. 11, 2024	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F039	Oath of Authenticity and Veracity of Documents	PPRD	Education Program Specialist II	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F040	DEDP Approval Sheet	PPRD	Education Program Supervisor	00	Jan. 6, 2023	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F041	Checklist of Program Implementation Documents (PIDs)	PPRD	Planning Officer III	00	Jan. 4, 2023	DepEd Portal one4a.edu.ph/d eped-portal/	A
RO-PPRD-F042	Progress Monitoring and Technical Assistance Tool for	PPRD	Planning Officer III	00	Aug. 31, 2023	DepEd Portal one4a.edu.ph/d eped-portal/	A



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
	Ongoing Research Studies						
EXTERNAL DOCUMENTS							
DM 028, s. 2022	Annex 1 – Quality Control Checklist for Completed Basic Research	DepEd Central Office (Planning Service-Policy Research and Development Division)	Planning Officer	00	Apr. 5, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
DM 028, s. 2022	Annex 2 – Quality Control Checklist for Completed Action Research	DepEd Central Office (Planning Service-Policy Research and Development Division)	Planning Officer	00	Apr. 5, 2022	DepEd Portal one4a.edu.ph/d eped-portal/	A
CO-PS-F009	Annex 3: Declaration of Anati-Plagiarism and Absence of Conflict of Interest	DepEd Central Office (Planning Service-Policy Research and Development Division)	Planning Officer	00	Sept. 20, 2021	DepEd Portal one4a.edu.ph/d eped-portal/	A



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/ DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
INTERNAL DOCUMENTS							
BED No. 2	Budget Execution Document (BED) Form	DBM	Planning Officer III	00	Oct. 7, 2022	DepEd Portal one4a.edu.ph/d eped-portal/ DBM dbm.com.ph	A
BAR No. 1	Budget Accountability Report (BAR) Form	COA & DBM	Planning Officer III	00	Oct. 7, 2022		O
CO-PS-F009	Annex 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest	DepEd Central Office (Planning Service-Policy Research and Development Division)	Planning Officer	00	Sept. 20, 2021	DepEd Portal one4a.edu.ph/d eped-portal/	A



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Prepared by:

ELINA S. GARCIA
Chief Education Supervisor
Policy, Planning and Research Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	60 of 62

