



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
DIVISION OF SULTAN KUDARAT



September 11, 2024

Nº. DIVISION MEMORANDUM  
SGOD-PRS No. 161, s. 2024

**CONDUCT OF DATA-GATHERING ACTIVITY ON THE ENROLLMENT  
DECLINE OBSERVED IN SY 2023-2024**

**TO:** Assistant Schools Division Superintendent  
Chiefs of Functional Divisions  
Concerned Public Schools District Supervisor  
Concerned Public Elementary School Heads  
Concerned Public Secondary School Heads  
All Others Concerned  
This Division

1. In line with Memorandum OUA-OUT-082724-P4-1, titled "Conduct of Data-Gathering Activity on the Enrollment Decline Observed in SY 2023-2024," which outlines the use of Focus Group Discussions (FGDs) as the method for conducting the activity, this Office is sharing the said Memorandum for appropriate action by the division-selected school participants in the municipalities of Lebak and Kalamansig. The activity is scheduled for October 1, 2024, at the PSDS Office, Salaman CES, Poblacion I, Lebak, Sultan Kudarat.
2. The Central Office has identified the participants for this activity, which include Out of School Children and Youth (OSCY) and their parents, as well as OSCY teacher-advisers from the school year 2023-2024. To provide further clarification on the qualifications of the respondents, an ONLINE meeting via Microsoft Teams will be held on September 24, 2024, at 2:00 PM.
3. The school heads of the identified schools below are directed to facilitate the identification and sending of formal invitation to the prospective respondents:

School Name	Participants				Total
	Learner	Parent		Teacher	
		High School	Kinder		
Kalamansig NHS	Grade 11	1		1	3
Lebak Legislated NHS	Grade 9	1		1	3
Purikay NHS	Grade 8	1		1	3
Salaman NHS	Grade 7	1		1	3
Salaman CS			2		2
Datu Guiabar Pilot School			2		2
Total	4	4	4	4	16

ROV/SGOD-PRS/DM- CONDUCT OF DATA-GATHERING ACTIVITY ON THE ENROLLMENT DECLINE OBSERVED IN SY 2023-2024/DSK-SGOD-DivMemo-v3r0.0e02.15.21/SEPTEMBER 11, 2024



Address: Kenram, Isulan, Sultan Kudarat  
Telephone No.: (064) 471 1007  
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4. Enclosed is the MEMORANDUM OUA-OUT-082724-P4-1.
5. Should you have further queries and concerns, please communicate with, **Rodrigo O. Viduya**, Senior Education Program Specialist, through 0919-291-4829 or email [rodrigo.viduya@deped.gov.ph](mailto:rodrigo.viduya@deped.gov.ph)
6. Widest dissemination and compliance of this Memorandum is desired.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Enclosure: *As stated*

References: *As stated*

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

**ENROLLMENT DECLINE      FOCUS GROUP DISCUSSION      RESEARCH**

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ROV/SGOD-PRS/DM- CONDUCT OF DATA-GATHERING ACTIVITY ON THE ENROLLMENT DECLINE OBSERVED IN SY 2023-2024/DSK-SGOD-DivMemo-v3r0.0e02.15.21/SEPTEMBER 11, 2024

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Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION**

OUR-OUT 002724 PM 1

**MEMORANDUM**

TO : **REGIONAL DIRECTORS** (REGION 8, 9, 10, 12, CARAGA)

**EVELYN R. FETALVERO**, Region 8  
**RUTH L. FUENTES**, Region 9  
**ARTURO B. BAYOCOT**, Region 10  
**CARLITO D. ROCAFORT**, Region 12  
**MARIA INES C. ASUNCION**, CARAGA

ATTN : **CONCERNED SCHOOLS DIVISION SUPERINTENDENTS:**  
Schools Division Offices of Leyte, Northern Samar, Western Samar, Zamboanga City, Zamboanga del Norte, Zamboanga del Sur, Bukidnon, Lanao del Norte, Misamis Oriental, North Cotabato, Sultan Kudarat, Sarangani, Butuan, Surigao del Sur, Agusan del Sur

FROM : **ATTY. MEL JOHN I. VERZOSA**  
Undersecretary for Administration

SUBJECT : **CONDUCT OF DATA-GATHERING ACTIVITY ON THE ENROLLMENT DECLINE OBSERVED IN SY 2023-2024**

DATE/TIME : 27 August 2024

In support of the evidence-based decision-making in the Department of Education, the Planning Service-Policy Research and Development Division (PS-PRDD) is currently conducting research on the Factors Influencing Enrollment Decline in SY 2023-2024. It was found that the grade levels Kinder, 8, 9, 10, and 12 had the most significant enrollment changes between S.Y. 2022-2023 and S.Y. 2023-2024. Consequently, the regions that experienced the lowest enrollment turnout include Regions 8, 9, 10, 12, BARMM, and CARAGA.

To gain insights and further understand the initial results of the disseminated survey questionnaires, the PS-PRDD will conduct focus group discussions (FGD) with out-of-school children and youth (OSCY) parents of OSCY, and parents of supposed kindergarteners in S.Y. 2023-2024, and teachers from the target regions and School Divisions Offices (SDOs) (see *Annex 1*). In this regard, the PS-PRDD is requesting the assistance of the Research Coordinators of the Policy, Planning and Research Division (PPRD), SEPS for Planning and Research, and School Heads of the concerned Regional Offices (ROs), Schools Division Offices (SDOs) and schools, respectively. Details of the assistance are as follows:

Room A-205, 2<sup>nd</sup> Floor Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telefax No.: (02) 8687-2744; Email: ps.od@deped.gov.ph



For the ROs through the Regional Research Coordinators:

- a. Ensure the progress of mapping FGD participants in collaboration with the selected SDOs; and
- b. Coordinate with representatives from the PS-PRDD for the itinerary and conduct of the data gathering activity (*see Annex 2*).

For the SDOs through the SEPS for Planning and Research:

- a. Coordinate with all public schools within their jurisdiction to provide the target number of participants;
- b. Collaborate with representatives from the PS-PRDD for the itinerary and conduct of the FGDs (e.g., selecting venues, schedule of the activities);
- c. Assist targets schools in identifying FGD participants in accordance with the specified criteria (*see Annex 3*);
- d. Assist the School Heads and School Personnel in distributing and the invitation letters to the identified participants (*see Annex 4*).

For the School Heads:

- a. Identify OSCY and Parents of OSCY for the school year 2023-2024 who completed/grades 7, 8, 9, and 11 prior the specified school year; and
- b. Distribute the invitation letters to the OSCY, Parents of OSCY, and Teachers for the conduct of FGDs.
- c. Ensure that the selected participants have fully accomplished the Confirmation Slips attached to the invitation letters.

To discuss the details of the research and the data gathering process, the PS-PRDD requests the participation of the Research Coordinators and SEPS for Planning and Research of the concerned ROs and SDOs to the online orientation on **05 September 2024, 9 AM onwards**, via Microsoft Teams. The meeting link will be sent upon the confirmation of the Research Coordinators and SEPS through the email address [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph) on or before **04 September 2024**.

For concerns and clarifications regarding this matter, please contact the PS-PRDD through the above email address and/or telephone number: (02) 8633-7257.

For consideration and appropriate action. Thank you.