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Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

27 December 2024

**DIVISION MEMORANDUM**  
DM No. 1100, s. 2024

**QUALITATIVE DATA COLLECTION FOR ENHANCED SCHOOL OPERATIONS WITHIN  
DEPED QUEZON FOR IMPROVED EFFICIENCY AND EFFECTIVENESS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education – Schools Division of Quezon is committed to continually improve the quality of education through evidence-based decision-making. To enhance the efficiency and effectiveness of school operations within the Division, qualitative data collection will be conducted. This initiative aims to gather critical insights into current practices, identify areas for improvement, and promote strategies that lead to better educational outcomes.
2. This Memorandum applies to all public schools within the DepEd Quezon Division, including elementary and secondary schools, and all relevant stakeholders involved in the operation of schools. Likewise, all Public Schools District Supervisors, being the champions in the schools districts are also enjoined to serve as participants in this data collection activity.
3. The primary objectives of the qualitative data collection process are as follows: (1) To assess the current operational practices in schools and identify strengths and weaknesses; (2) To understand the challenges faced by **school heads, teachers**, and **non-teaching personnel** in the delivery of education services; (3) To gather feedback from **students, parents**, and the **local community** on school programs and activities; (4) To evaluate the effectiveness of existing programs, interventions, and resources used for improving school operations.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Informants (respondents) are expected to access the tool and complete the survey using the QR code or link provided below on or before **January 3, 2025**.



**<https://forms.office.com/r/4AUkXpfNLA?origin=lprLink>**

5. All school heads and staff are encouraged to support this initiative by fully participating in the data collection activities. Collaboration with local stakeholders is also vital in ensuring that the data collected is comprehensive, accurate, and relevant.
6. Regular monitoring of the data collection process will be conducted by the DepEd Quezon Division through its Planning Unit. Schools will be provided with guidance and support to ensure that the activities align with the objectives and expectations of this initiative.
7. For further inquiries, please contact the Planning Unit at #784-0366 #784-0321 #784-0391 #784-0164 loc 165.
8. We look forward to your cooperation and active participation in this important initiative to enhance school operations and achieve better educational outcomes in DepEd Quezon.
9. Immediate and wide dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

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