

**[ DECS ORDER NO. 86, S. 1999, August 12, 1999 ]**

**REGULAR ANNUAL COLLECTION AND PROCESSING OF BASIC  
EDUCATION DATA**

1. The annual activities of the Department start this school year with the distribution, collection and processing of the unified data gathering forms which essentially generate basic school data.
2. The unified data gathering forms covering SY 1999- 2000 shall consist of the following:
  - a. Public Elementary School Profile
  - b. School District Profile
  - c. Data on Special Education School and Pupil Data
  - d. Unified School Profile (for elementary and secondary)
3. The data gathering instruments are designed for electronic data processing. Thus, the design and revision of these forms and the development of the computer program to process the data have been undertaken by the Office of Planning Service (OPS).
4. The head of the regional planning unit and the chiefs of promotional divisions shall jointly undertake the distribution and collection of the accomplished forms.
5. Schools superintendents, vocational school superintendents/administrators, secondary school principals, district supervisors and heads of elementary schools are held responsible and accountable for the prompt, complete and accurate filling up of the data gathering forms and the timely submission of the same.
6. Heads of public elementary schools shall submit their duly accomplished school profiles to the district office where they belong on or before the third Friday of October, 1999. Heads of public secondary schools and private schools offering elementary and/or secondary education shall submit their duly accomplished school profiles to the division office where they belong on or before the first Monday of November, 1999.
7. The district offices shall submit their school profiles of public elementary schools to their respective division offices on or before the second Monday of November 1999. Division offices shall submit the school profiles of all the offices under their jurisdiction to their respective regional offices on or before the first Monday of December, 1999.
8. The regional offices shall electronically process the elementary school profile, school district and unified school profiles to produce school district, school division and regional statistical bulletins. The outputs, in hard copies and diskettes, shall be