DIVISION MEMORANDUM
No. 611 , s. 2024

1 8 OCT 2024

POLICY GUIDELINES ON THE IMPLEMENTATION OF THE DECISION SUPPORT MANAGEMENT SYSTEM (DSMS) OF DEPED RO1

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public, Private, and State University School Heads
All Others Concerned

1.   The Department of Education Regional Office I, through the Quality Assurance Division, issues the enclosed Policy Guidelines on the Implementation of the Decision Support Management System (DSMS) of DepEd RO1. The system was developed to ensure efficient and effective data collection, monitoring and evaluation of Programs, Projects and Activities (PPAs) in region 1, and make informed decisions.

2.   This policy supports DO No. 29 s. 2022 known as the Basic Education Monitoring and Evaluation Framework in line with DO No. 024 s. 2022 (Adoption of the Basic Education Development Plan 2023) which focuses on integrating a monitoring and evaluation (M&E) system into the implementation of programs, projects and activities (PPAs) and establishing a results-based M&E approach to enhance organizational performance.

3.   In support of the implementation of DSMS, this policy provides guidelines on the rationale, scope, processes, accountability, technical assistance and M & E on the use of the system.

4.   Attached is the Regional Memorandum No. 1225 s. 2024 for reference.

5.   For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: Regional Memorandum No. 1225 s. 2024
To be included in the Perpetual Index
Under the following subject:

DATA   EVALUATION
MONITORING   PROCEDURE

SGOD/jla/DM- DSMS
2414602/ October 17, 2024
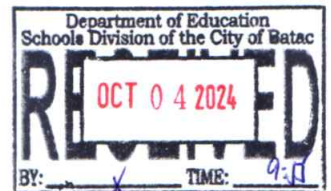
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OCT 02 2024

REGIONAL MEMORANDUM
No. 1215 , s. 2024

POLICY GUIDELINES ON THE IMPLEMENTATION OF THE DECISION SUPPORT MANAGEMENT SYSTEM (DSMS) OF DEPED RO 1

TO: Assistant Regional Director
Schools Division Superintendents
Chiefs, Functional Divisions
Heads, Units/Sections
All Others Concerned

SDCB RECORDS UNIT

2414602

Department of Education
Schools Division of the City of Batac

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BY: _____ TIME: 9:30

1.   This Office, through the Quality Assurance Division (QAD), issues the enclosed Policy Guidelines on the Implementation of the Decision Support Management System (DSMS) of DepEd RO1. The system was developed to ensure efficient and effective data collection, monitoring and evaluation of Programs, Projects and Activities (PPAs) in region 1, and make informed decisions.

2.   This policy supports DO No. 29, s. 2022 known as the Basic Education Monitoring and Evaluation Framework in line with DO No. 024, s. 2022 (Adoption of the Basic Education Development Plan 2023) which focuses on integrating a monitoring and evaluation (M&E) system into the implementation of programs, projects and activities (PPAs) and establishing a results-based M&E approach to enhance organizational performance.

3.   In support of the implementation of the DSMS, this policy provides guidelines on the rationale, scope, processes, accountability, technical assistance and M & E on the use of the system.

4.   For clarifications *and* inquiries, please contact the Quality Assurance Division at telephone number (072) 682-2324 local 117 or email at *qad.region1@deped.gov.ph.*

5.   Immediate dissemination of and strict compliance with this Memorandum is directed.

TOLENTINO G. AQUINO
Director IV

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DepEd RO1 Q A D 2 4 1 5 9 4

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MATATAG

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Encl: None
Reference: DO No. 29, s.2022
          DO No. 24, s. 2022
          Memorandum QAD – 2023 - 1004

To be indicated in the <u>Perpetual Index</u>
      Under the following subjects:

DATA	EVALUATION	MONITORING	PROCEDURE

QAD/emm/RM_2024DSMS
September 2, 2024

Republic of the Philippines

Department of Education

REGION I

POLICY GUIDELINES ON THE IMPLEMENTATION OF THE DECISION SUPPORT MANAGEMENT SYSTEM (DSMS) IN DEPED RO 1

A. GENERAL PROVISIONS

I. RATIONALE

Monitoring and evaluating the performance of an organization is a process which entails gathering and analyzing data to determine the extent to which the targets are met. It is an essential mechanism for successful management, a basis for managers to make decisions and helps determine the achievement of the mission, strategic goals, the productivity, quality, effectiveness of the organization.

The Department of Education (DepEd) mandates to implement and adapt systematic performance evaluation of its Programs, Projects and Activities (PPAs) to provide better services to the community. To put this mandate into action the Department of Education (DepEd) issued DO No. 29, s. 2022 known as the Adoption of the Basic Education Monitoring and Evaluation Framework. This framework was created in line with the Basic Education Development Plan (BEDP) to provide guidance to the department at all levels of governance and within its operational systems. It focuses on integrating a monitoring and evaluation (M&E) system into the implementation of PPAs and establishing a results-based M&E approach to enhance organizational performance. Through this mechanism an organization can track and evaluate the progress of implementing PPAs against planned targets and objectives. In this context the DepEd Regional Office I carries out this mandate to deliver services efficiently and effectively to learners.

Managing and dealing with large amounts of data gathered from various sources is a challenge for the region. Currently the office lacks a system to consolidate this data into a comprehensive database for easier access and reporting purposes. To align with the strategic goals of RO 1 in modernizing education and governance while upholding transparency and accountability principles, the Quality Assurance Division (QAD) has put forth a plan to enhance the monitoring and evaluation (M & E) processes and service delivery to SDOs and public schools. The

improvement will be achieved through the use of the Decision Support Management System (DSMS), a program designed to streamline data collection and establish a well-organized system for managing records. Furthermore, the DSMS will also help in facilitating the effective implementation of Programs, Projects, and Activities (PPAs). The implementation of DSMS is necessary in DepEd Regional Office I, SDOs, and schools to ensure that systems and processes meet standards and guidelines for expected outputs and outcomes.

II.   STATEMENT OF THE POLICY

This policy shall provide guidelines on how to implement the DSMS at DepEd RO 1 to allow for effective and consistent decision-making within DepEd Region I. It shall establish transparency and accountability in the processes that involve decisions and enhance the quality and efficiency of the decisions. This guideline comes with a user's manual to guide users on how to utilize the system.

III.   SCOPE

The DSMS shall be operationalized to support the collection of data information across governance levels along the following operations as indicated in the Program Expenditure Classification (PREXC):

1. Education Policy Development Program
2. Basic Education Inputs Program
3. Inclusive Education Program
4. Support to Schools and Learners Program
5. Education Human Resources Development Program

This issuance covers the operationalization of the following:

1. Account Registration
2. System Maintenance
3. Data Collection per program
4. Viewing and Generating Customized Report

IV.   DEFINITION OF TERMS

For the purposes of this guideline, the following terms are defined as follows:

Customized Report. This refers to the system-generated report in PDF or Excel format.

Data Collection. This refers to the process of gathering relevant data from various sources in the RO, SDOs and schools to serve as the basis for analysis.

Data Management. This is the process of gathering, organizing, maintaining, and accessing data to enhance productivity, efficiency, and decision-making, all of which are elements of the DSMS.

Decision-Making. This refers to the insights generated by the system to make informed decisions.

Decision Support Management System (DSMS). This refers to the computer-based program that streamlines data collecting, creates a well-organized record-keeping system, and supports in efficient decision-making.

Information Technology Office. This refers to the office/unit responsible for providing technical infrastructure supports to the DSMS end-users.

Program Implementer/Operating Division/Unit. This refers to the individual / unit/ section assigned to a specific program.

Program Owner. This refers to the individual/office responsible for the overall management and implementation of the DSMS guidelines.

B. OPERATIONAL GUIDELINES

V.   **PROCEDURE**
     Major Processes and Accountability at each Governance Level

   ### A. Accessing the DSMS

   1. The DSMS shall be accessed through the web address https://dsms.ro1apps.com.

   2. All assigned program implementers/implementing units at the RO and SDOs shall be given their respective accounts in consideration of their authorized access rights and privileges in conformance with RA 10173 otherwise known as "Data Privacy Act of 2012". They can access and view the dashboard within the boundaries of their jurisdiction.

   3. The system users across the governance levels shall be provided with their respective account (username and password). They can access, manage and view the dashboard within the boundaries of their jurisdiction as indicated in the table below:

User Account	Description	User
System Administrator	Can access all features of the system which include:	ITO or designated administrato r

	- creating and assigning user accounts - manage and maintain system implementation - view dashboard - generate customized report		
Supervisor Account	- manage, view dashboards and monitor the status of program implementation from the different program implementers - generate customized report	QAD Chief PPRD Chief Planning and M&E Personnel	SGOD Chief (Planning and M&E Section)
Program Implementer	- manage, view dashboards and monitor assigned program - generate customized report	Program Implementers	Program Implementers/ Operating Unit

4. The user account in the system shall be created and maintained by the designated administrator. The issuance of user account to individual users shall be based on the role of the user of account as above-mentioned.

B. Collecting Data

1. Every program is uniquely identified, and the data gathered is automatically created within the system.

2. The following program created in the system are based on PREXC, and it shall be managed and monitored by the program implementer and/or implementing division/unit.

PREXC	Program	Implementing Division/Unit	
		RO	SDO
Education Policy Development Program	Policy	PPRD	SGOD – Planning and Research
	Research	PPRD	SGOD – Planning and Research
	Early Language Literacy and Numeracy (ELLN)	CLMD	CID
Basic Education Inputs Program	Basic Education Facilities Fund (BEFF)	ESSD – Physical Facilities Section	SGOD – Education Facilities Unit
	DepEd Computerization Program (DCP)	ICTU	OSDS - ICTU
	Textbooks and Instructional Materials	CLMD – LRMS PPRD	CID-LRMS Supply Officer Planning Officer
	Teacher Profile	Administrative Division – Personnel Section	OSDS – Admin. Division – Personnel Section
	New Teaching Position	Administrative Division – Personnel Section	OSDS – Admin. SGOD – HRMO
Inclusive Education Program	Flexible Learning Options (ADM/ALS/IPED /MADRASAH)	CLMD PPRD	CID SGOD
	Multigrade	CLMD	CID
	SNED/SPED	CLMD	CID

	Upgrading of Positions	Administrativ e Division – Personnel Section	OSDS – Administrativ e Services – Personnel
	School Based Feeding Program	ESSD – Health and Nutrition Unit	SGOD – School Health Section
Education Human Resources Developmen t Program	Learning Action Cells (LAC)	HRDD	SGOD - HRD
	Gender and Development	HRDD	SGOD - HRD

3. The data requirements in each program are identified by the program implementers and set up in the system. It will, therefore, serve as the basis for data collection, monitoring, and evaluation, planning, and provision of technical assistance.

4. All implementing divisions and units in the RO and SDO are required to submit data as indicated in the system. Program implementers have the responsibility for monitoring and reviewing the data submitted.

C. Generating Customized Report

1. The system can generate customized reports in digital format (PDF and Excel) and can provide information through dashboards. The program implementers/implementing division/unit can monitor the progress of the program and develop a Technical Assistance Plan by examining the reports and dashboards.

2. The system can generate customized reports based on the needs of the program implementers or the top management. The program includes a Query Builder feature that allows the user to select which data fields to extract information from. Furthermore, the system can generate requested reports based on governance level and/or municipality, or implementation status for use in REXECOM, MANCOM, PIRPA and other meetings. Additionally, the system can generate necessary data for LGUs and other oversight agencies.

D. System Maintenance

1. The DSMS shall be managed and maintained by the system administrator. The assigned system administrator shall be responsible for the following tasks:

a. Adding/deleting account user

b. Adding/deleting division

c. Creating Username and temporary Password for the account use

d. Assigning specific program to be accessed by the user

2. The system administrator must follow RA 10173 when managing the DSMS, as the information inputted into the system is highly confidential.

E. Roles and Responsibilities

To ensure the effective and efficient implementation the system, the following roles and responsibilities shall be performed at each governance level:

1. Regional Office
   a. The Office of the Regional Director shall set policy direction and guidelines for implementing, using, and institutionalizing the DSMS in the Region.
   b. The QAD, in conjunction with the ICTU, shall serve as the overall system administrator. Additionally, QAD and PPRD will have the responsibility of overseeing the system's management. In particular, the Chiefs will:
      i. Supervise the system's implementation and utilization at all governance levels to ensure effectiveness and efficiency
      ii. Provide updates on the status of implementation, challenges, and any concerns to the Regional Director for decision-making and direction.
      iii. Coordinate with chiefs/heads of different FDs/program implementation units
      iv. Develop a strategy to implement the system in the Region.
   c. RO Program implementers must work closely with their SDO counterparts to ensure accurate and authentic data collection, analyze and evaluate data for planning and decision-making purposes, and collaborate with QAD for feedback and technical assistance.
   d. The ICTU in both the RO and SDOs will function as system support with the following specified responsibilities:
      i. Monitor and manage the daily operation of the DSMS infrastructure, which includes the server, software, hardware, and communication systems.

    ii. Regularly monitor and evaluate system performance to find ways to enhance it and maintain optimal system availability.
    iii. Identify and solve technical issues while offering technical assistance to all users of the system.

2. Schools Division Offices
    a. The Office of the Schools Division Superintendent shall oversee the implementation and utilization of the DSMS to ensure that processes are operationally carried out.
    b. The SGOD, through the Planning and M&E Section, and the ICTU shall provide technical assistance to program implementers and feedback are provided to RO as needed.
    c. Report and coordinate with RO program implementers for possible technical assistance.
    d. SDO Program implementers shall regularly monitor, update status of data collection
    e. SDO Program implementers shall attend meetings, FGD or online kumustahan.

F. Technical Assistance, Monitoring and Evaluation

1. The DSMS Technical Working Group shall prepare both the Implementation and M & E Plans to assess the effectiveness of the system implementation. This team shall solicit input from all users of the system regarding its implementation and shall use that information for improvement.

2. A progress monitoring shall be conducted in each governance level as basis for:

    a. regular review of the system

    b. provision of feedback for system improvement

    c. identification of immediate correction action

    d. formulation of policy direction

C. MISCELLANEOUS PROVISIONS

VI. MONITORING AND EVALUATION

The DepEd Regional Office I, through the Quality Assurance Division in coordination with the Technical Working Group shall conduct monitoring and evaluation on the implementation of the guideline for continual improvement. It shall

be reviewed annually and updated as necessary to reflect changes in technology and organizational needs.

VII.   REFERENCES

DepEd Order No. 029, s. 2022. Adoption of the Basic Education Monitoring and Evaluation Framework

DepEd Order No. 024, s. 2022. Adoption of the Basic Education Development Plan 2023

Regional Education Development Plan 2023 - 2028

Republic Act No. 10173. Data Privacy Act of 2012

Ayers, R.S. (2015). Aligning individual and organizational performance. Goal alignment in federal government performance appraisal programs. Public Personal Management, 44(2). https://doi.org/10.117/0091026015575178

https://www.adb.org/sites/default/files/linked-documents/46499-002-pmesa.pdf

VIII.   SEPARABILITY CLAUSE

If any provision of this Memorandum is declared invalid or unenforceable by competent authority of the Department, all other provisions not affected shall remain in force and in effect.

IX.   REPEALING CLAUSE

All other Memoranda and related issuances, rules and regulations, and provisions which are inconsistent with this Memorandum are hereby rescinded or modified accordingly.

X.   EFFECTIVITY

This Regional Memorandum shall take effect immediately upon its approval, issuance, and publication on the DepEd RO 1 website.