



Department of Education
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

Cor. Don Carlos and Guingona Sts., Malaybalay City



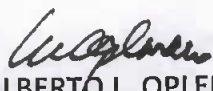
DepEd MALAYBALAY CITY DIVISION
RELEASED

Date: 3-18-14 Time 9:59
By: [Signature]

DIVISION MEMORANDUM

No. 98 s. 2014

To: Education Program Supervisor/Coordinators
Public Schools District Supervisors
Elementary and Secondary School Heads

From:  **EDILBERTO L. OPLENARIA**
Schools Division Superintendent
This Division

Date: March 17, 2014

Re: "SUPPLY SIDE ASSESSMENT" (SSA)

Pursuant to letter received from the OIC to the office of the Regional Director Dr. Ingrid G. Racoma, re: "Supply Side Assessment" (SSA) all elementary and secondary school heads is hereby informed that there will be an assessment of all health and education facilities in the division. The said assessment will be conducted by the DSWD staff together with the daycare centers, health and education personnel assigned in the area within the month of March to April 2014.

Attached is a copy of the Fill up Instructions Guide for Elementary and secondary Schools Assessment Questionnaires for your reference.

Should there be queries, you may contact Mr. Mark Lester T. Murih, Pantawid Pamilya Supply Side Assessment focal at mobile phone number 09155169160 or by email at kramz_79@yahoo.com.

For information and dissemination.

alo/ELO



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Gregorio A. Pelaez Sr. Memorial Sports Center
Velez St., Cagayan de Oro City



Telephone Nos.: (08822) 727836;722651;727232/Telefax Nos.: (08822)720665;710382;711654

March 4, 2014

The Schools Division Superintendents
This Region



Dear Sir/Madam:

Greetings!

Attached is the communication letter from *ATTY. ARACELI F. SOLAMILLO, CESO III*, Regional Director of the Department of Social Welfare and Development Field Office 10 *re: "Supply Side Assessment (SSA)"* informing that there will be a re-assessment of all health and education facilities in the region. The Target period of the said re-assessment is on March to April 2014. The assessment will be conducted by the DSWD field staff together with the daycare centers, health and education personnel assigned in the areas.

In this connection, attached is the Fill-up Instructions Guide for Elementary and Secondary Schools Assessment Questionnaires.

Should there be any queries, kindly please contact Mr. Mark Lester T. Murih, Pantawid Pamilya Supply Side Assessment focal at cellphone no. 0915-516-9160 or by email at *kramz_79@yahoo.com*.

For your information and guidance.

Thank you very much.

Very truly yours,

INGRID G. RACOMA, Ph. D., CESO V
Schools Division Superintendent
Officer In-Charge
Office of the Regional Director

L2

Incl.: Letter from DSWD Region X



Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office 10

Masterson Avenue, Upper Carmen, Cagayan de Oro City
Tel/fax #'s (088) 858-6333 / (08822) 72-8429 Fax # (088) 858 89-59 and Tel #'s 858-6956 / 858-8892
Email-Add: dswd10@yahoo.com.ph
Website: <http://www.dswd.gov.ph>

February 4, 2014

DR. ENGRID G. RACOMA CESO V

Office of the Regional Director

Department of Education

Regional Office 10

Cagayan de Oro City

2-5-14

Good Day!

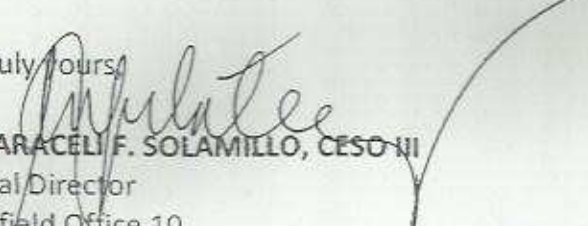
The Supply Side Assessment or SSA provides a framework to prioritize, gather, and analyze supply side information on education and health to incorporate them into the design and to the implementation of the Pantawid Pamilyang Pilipino Program.

In line with this, we would like to inform you that there will be a re-assessment of all health and education facilities in the region. Our target period for re-assessment is on March to April 2014. The assessment will be conducted by our field staff together with the daycare centers, health and education personnel assigned in the areas. To further explain the supply side assessment process and the forms to be used, we would like to set an appointment with your office within the month of February.

Should there be any questions, please contact Mr. Mark Lester T. Murih, Pantawid Pamilya Supply Side Assessment focal at 0915-516-9160 or by e-mail at kramz_79@yahoo.com.

Thank you very much for your continued support.


Very truly yours,


ATTY. ARACELI F. SOLAMILLO, CESO III

Regional Director

DSWD field Office 10

Cagayan de Oro City


AFS/RPC/lgs/mtm

Pantawid Pamilyang Pilipino Program Municipalities (4Ps)
Quick Supply Side Assessment
Department of Social Welfare and Development

FILL-UP INSTRUCTIONS GUIDE
For SECONDARY SCHOOLS ASSESSMENT QUESTIONNAIRES

GENERAL INSTRUCTIONS

This will serve as your guide in answering the questions asked in the Secondary Schools Assessment Questionnaire given to you by DSWD. The Secondary Schools Assessment Questionnaire is used to collect information about the installed capacity of high school education services in 4Ps municipalities. The questionnaire contains questions about your school's profile, human resources, equipment and supplies, and student information.

Please answer all the questions according to the instructions contained in this guide. Please write neatly and legibly when accomplishing this form.

HOW TO RECORD RESPONSES

There are several ways to answer the questions. Some questions have pre-coded response alternatives while others have boxes that need to be filled with numbers.

1. Pre-coded response alternatives

For most questions, pre-coded response categories are provided. Whenever possible, you should try to determine which category best fits your given answer and encircle the corresponding code which is either in numbers or letter. Note that if the codes are in numbers, you should encircle only one answer. If the codes are in letters, you can encircle more than one answer.

In some cases, you may not be sure to which category your answer fits. When this happens, do not encircle any code. Instead, you should write out your answer in full on the 'Others, specify' space provided.

2. Duration or number responses

Many questions require responses in numbers, e.g., the number of teachers, number of rooms, area in square meters, etc. Responses to these questions are entered in the boxes provided. Please make sure that each digit is written neatly inside each box.

For example, suppose you want to record your answer of "63" in the boxes provided. Since your answer has only 2 digits, make sure to put a zero first in the first box:

0	6	3
---	---	---

3. Responses in a table form

In some questions, the answers will be entered in a table form. Whenever this is the case, you will be given specific instructions immediately after the last question relating to the table. Be sure to enter the answer in the correct row and column of the table. Apply the same procedure for pre-coded categories as discussed above. For duration responses or responses that require numbers, no specific boxes are provided so you may just fill in the space provided with the numbers required by the question.

SPECIFIC INSTRUCTIONS

ID1 - ID4. LOCATION OF THE SECONDARY SCHOOL

Write the name of the region (ID1), province (ID2), city or municipality (ID3) and the barangay (ID4) where this secondary school is located.

ID5. NAME OF SCHOOL

Write down the complete name of this secondary school on the space provided.

ID6. ADDRESS

Write the address of this secondary school. Please specify the exact address number (if any), street name, barangay and city/municipality where this school is located.

ID7. SCHOOL ID

Write the 6-digit school identification codes being used by the Department of Education (DepEd) in the appropriate boxes.

ID8. NAME OF PRINCIPAL

Write the complete name of the principal of this secondary school. If there is no principal, write the name of the head teacher.

ID9-ID10. NAME AND POSITION OF RESPONDENT

Write your complete name and your position/designation in this school. Make sure to affix your signature in the space provided.

ID11 - ID12. TELEPHONE/FAX NUMBER and EMAIL ADDRESS

Write down the contact information for this school including the telephone number(s) (both landline and cellphone) or fax number (ID11). If this school has an official email address, record this information as well (ID12). If this school does not have this information, please write down your personal phone and email addresses.

ID13. DATE OF REPORTING

Write down the date this questionnaire was answered.

BLOCK A: SCHOOL PROFILE

A1. Year the school was established

Record the year this school was established.

A2. Levels offered

Specify the year levels offered in this school by encircling the appropriate response categories. You can have multiple answers for this question, i.e., you can encircle the letter corresponding to more than one category.

A3 - A4. Classes (Use the table provided to record responses for A3-A4.)

A class consists of a group of pupils who are usually instructed together during a school term by a teacher or several teachers.

Write the number of classes for each year level starting from the lowest year level offered in the school (A3). Only information for the existing year levels offered in this secondary school should be listed down.

For year levels with more than one class, encircle the appropriate number of shifts (A4) per year level. Be reminded that there is no response of zero (0) for the number of shifts. If there is one class for the year level in one day, then the number of shifts for that year level is 1.

A5. Area of the classrooms

Record the average floor area of the classrooms in this school. Record the size in square meters.

A6. Number of rooms for teaching

Record the number of rooms in the school specifically designed for teaching that is currently used as academic classrooms in the designated boxes. Similarly, also record the number of rooms used as Science laboratories and computer laboratories.

If a room is being used for two or more purposes (e.g., a room used for both library and computer classes), record it under where it is mainly used to avoid over-count.

A7. Main source of drinking water

Encircle the appropriate category on whether this school has piped water or tube well/borehole as the main source of drinking water for its students.

Piped water refers to water supplied directly to the school by community water system such as the Manila Water Sewerage System (MWSS) or the local water district.

Tube well or borehole refers to a deep hole that has been driven, bored or drilled with the purpose of reaching ground water supplies. Water is delivered from a tube well or borehole through a pump which may be run by human, animal, wind, electricity, diesel or solar power.

A8. Toilet facility

Encircle the appropriate category on whether this school has flush or pour flush toilets.

Flush or pour flush toilets refer to toilets connected to any of the following:

1. A piped sewer system - a pipe that carries wastes away;
2. A septic tank - a sewage-disposal tank where there is a continuous flow of waste material decomposed by anaerobic bacteria;
3. A pit latrine - waste is carried away to a pit latrine;
4. Somewhere else - waste is carried away to a different place other than those mentioned above.

A9. Availability of water for toilet facility

Encircle the appropriate category on whether this school has water for its toilet facilities.

A10. Availability of electricity

Encircle the appropriate category on whether this school has electricity which could come from grid power supply (e.g., MERALCO), generator, solar power, wind power, methane and other sources.

A11. Floor material of the classrooms

Encircle the appropriate category on whether this school has finished floors.

Finished floors refers to floors that are made of parquet, polished wood, vinyl, linoleum, ceramic tiles, cement or marble.

A12. Roof material of the classrooms

Encircle the appropriate category on whether this school has finished roofing.

Finished roofing refers to roofs that are made of galvanized iron, aluminum, wood, calamine or cement fiber, ceramic tiles or roofing shingles.

A13. Exterior walls of the classrooms

Encircle the appropriate category on whether this school has finished exterior walls.

Finished exterior walls refers to walls that are made of cement, stone, bricks, covered adobe, wooden planks/shingles, galvanized iron or aluminum.

BLOCK B: HUMAN RESOURCES

B1. School personnel

Write in the appropriate boxes the total number of teaching and non-teaching personnel in the school regardless of the source of funding for their salaries (national or local) and their position ranks.

BLOCK C: EQUIPMENT AND SUPPLIES

C1. School facilities and equipment

Record the number of usable (i.e., functional) armchairs and chairs (including monobloc chairs) this school has. Write the number in the appropriate boxes.

C2. Number of textbooks

Record the number of textbooks available for use of the students in this school. Start with the lowest year level and write down the number of available textbooks for each of the seven subjects (Language, Reading, Math, Science, Pagbasa, Wika, Araling Panlipunan) before proceeding to the next year level.

In answering the question do not include workbooks in your count. In addition, if the students use a single textbook for two subjects (e.g., one textbook for Language and Reading), the textbook should then be counted twice (once under Language and once under Reading).

BLOCK D: STUDENT INFORMATION

D1 - D2. Number of enrolled students

Indicate the current and past school years. Record the enrolment by sex and year level for the current school year in Table D1 and record the enrolment by sex and year level for the past school year in Table D2.

D3. Number of dropouts

Record the number of dropouts by sex and year level for the past school year.

SECONDARY SCHOOLS ASSESSMENT QUESTIONNAIRE

This questionnaire is designed to assess the educational facilities in your community as part of the Philippine government's Pantawid Pamilyang Pilipino Program (4Ps) implemented by the Department of Social Welfare and Development. We ask you to fill out this questionnaire. The information you will provide will help improve the delivery of services for the 4Ps beneficiaries.

This questionnaire is accompanied by a Fill-up Instructions Guide. Please refer to this Guide in answering the questions.

ID1	REGION	
ID2	PROVINCE	
ID3	CITY/MUNICIPALITY	
ID4	BARANGAY	
ID5	NAME OF SCHOOL	
ID6	ADDRESS	
ID7	SCHOOL ID	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ID8	NAME OF PRINCIPAL	(Last) _____ (First) _____ (M.I.) _____
	SIGNATURE OF RESPONDENT	
ID9	NAME OF RESPONDENT	(Last) _____ (First) _____ (M.I.) _____
ID10	POSITION OF RESPONDENT	
ID11	TELEPHONE/FAX NUMBER	
ID12	EMAIL ADDRESS	
ID13	DATE OF REPORTING	(Day) _____ (Month) _____ (Year) _____

DO NOT FILL UP THIS PORTION.

DO NOT FILL-UP THE PORTION BELOW. FOR OFFICE USE ONLY.

ACTION	NAME	DATE	REMARKS	ACTION	NAME	DATE	REMARKS
Submitted				Encoded			
Reviewed				Verified			

BLOCK A: SCHOOL PROFILE

NO.	QUESTIONS AND FILTERS	CODING CATEGORIES															
A1	In what year was this school established?	YEAR <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>															
A2	What year levels are offered in this school? ENCIRCLE EACH LETTER THAT APPLIES.	1st year HS A 2nd year HS B 3rd year HS C 4th year HS D															
A3	How many classes are there for (YEAR LEVEL) ?	WRITE "0" IF THE SCHOOL HAS NO SUCH CLASS.															
A4	How many school shifts are there in a day for (YEAR LEVEL) ?	PLEASE ENCIRCLE THE NO. OF SHIFTS.															
USE THE TABLE BELOW TO RECORD RESPONSES TO QUESTIONS A3 AND A4.																	
<table border="1"> <thead> <tr> <th>YEAR LEVEL</th> <th>A3 NO. OF CLASSES</th> <th>A4 NO. OF SHIFTS</th> </tr> </thead> <tbody> <tr> <td>A 1st year HS</td> <td></td> <td>1 2 3</td> </tr> <tr> <td>B 2nd year HS</td> <td></td> <td>1 2 3</td> </tr> <tr> <td>C 3rd year HS</td> <td></td> <td>1 2 3</td> </tr> <tr> <td>D 4th year HS</td> <td></td> <td>1 2 3</td> </tr> </tbody> </table>			YEAR LEVEL	A3 NO. OF CLASSES	A4 NO. OF SHIFTS	A 1st year HS		1 2 3	B 2nd year HS		1 2 3	C 3rd year HS		1 2 3	D 4th year HS		1 2 3
YEAR LEVEL	A3 NO. OF CLASSES	A4 NO. OF SHIFTS															
A 1st year HS		1 2 3															
B 2nd year HS		1 2 3															
C 3rd year HS		1 2 3															
D 4th year HS		1 2 3															
A5	What is the average floor area of the classrooms in this school? Ex.: If a 9 x 7 sq. m. room has an area of 63 sq. m., write "063" in the boxes.	AREA IN SQUARE METERS <input type="text"/> <input type="text"/> <input type="text"/>															
A6	How many rooms in this school are currently used as: A Academic classrooms? B Science laboratories? C Computer laboratories?	A NO. OF ACADEMIC CLASSROOMS <input type="text"/> <input type="text"/> <input type="text"/> B NO. OF SCIENCE LABORATORIES <input type="text"/> <input type="text"/> <input type="text"/> C NO. OF COMPUTER LABORATORIES <input type="text"/> <input type="text"/> <input type="text"/>															
A7	Does this school have piped water or tube well/borehole as the main source of drinking water for its students?	Yes 1 No 2															
A8	Does this school have flush or pour flush toilets?	Yes 1 No flush or pour flush toilet 2 No toilets 3															
A9	Does this school have water for its toilet facilities?	Yes 1 No water 2 No toilets 3															
A10	Does this school have electricity?	Yes 1 No 2															
A11	Do most classrooms in this school have finished floors, i.e., made of parquet, polished wood, vinyl, linoleum, ceramic tiles, cement or marble?	Yes 1 No 2															
A12	Do most classrooms in this school have finished roofing, i.e., made of galvanized iron, aluminum, wood, calamine or cement fiber, ceramic tiles or roofing shingles?	Yes 1 No 2															
A13	Do most classrooms in this school have finished exterior walls, i.e., made of cement, stone, bricks, covered adobe, wooden planks/shingles, galvanized iron or aluminum?	Yes 1 No 2															

BLOCK B: HUMAN RESOURCES

NO.	QUESTIONS AND FILTERS	CODING CATEGORIES						
B1	How many _____ does this school have? A Teaching personnel B Non-teaching personnel	<div style="display: flex; justify-content: space-between;"> <div> A TEACHING PERSONNEL B NON-TEACHING PERSONNEL </div> <div style="text-align: right;"> NUMBER <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </div> </div>						

BLOCK C: EQUIPMENT AND SUPPLIES

NO.	QUESTIONS AND FILTERS	CODING CATEGORIES																																								
C1	How many usable _____ does this school have for its students? A Armchairs B Chairs WRITE "0000" IF NO ARMCHAIRS/CHAIRS.	<div style="display: flex; justify-content: space-between;"> <div> A NO. OF ARMCHAIRS B NO. OF CHAIRS </div> <div style="text-align: right;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </div> </div>																																								
C2	Please provide data on the number of textbooks available for students in this school. For each year level, indicate the number of available textbooks per subject. WRITE "0" IF NO SUCH TEXTBOOKS FOR THE PARTICULAR YEAR LEVEL.																																									
	NO. OF TEXTBOOKS (Excluding workbooks)																																									
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">YEAR LEVEL</th> <th style="width: 10%;">Language</th> <th style="width: 10%;">Reading</th> <th style="width: 10%;">Math</th> <th style="width: 10%;">Science</th> <th style="width: 10%;">Pagbasa</th> <th style="width: 10%;">Wika</th> <th style="width: 15%;">Araling Panlipunan</th> </tr> </thead> <tbody> <tr> <td>A 1st year HS</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>B 2nd year HS</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>C 3rd year HS</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>D 4th year HS</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		YEAR LEVEL	Language	Reading	Math	Science	Pagbasa	Wika	Araling Panlipunan	A 1st year HS								B 2nd year HS								C 3rd year HS								D 4th year HS							
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BLOCK D: STUDENT INFORMATION

D1	Please indicate in each box the number of male or female students enrolled by year level in the current schoolyear or the schoolyear with the most recent available data. YOU MAY COPY THE INFORMATION ASKED HERE FROM ANY OFFICIAL SCHOOL DOCUMENT ON HAND. IF THE SCHOOL DOES NOT OFFER A PARTICULAR YEAR LEVEL, WRITE "NAP" IN THE SPACE PROVIDED. SCHOOLYEAR: SY 20__ - 20__																								
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">1st YEAR HS</th> <th colspan="2">2nd YEAR HS</th> <th colspan="2">3rd YEAR HS</th> <th colspan="2">4th YEAR HS</th> </tr> <tr> <th>MALES</th> <th>FEMALES</th> <th>MALES</th> <th>FEMALES</th> <th>MALES</th> <th>FEMALES</th> <th>MALES</th> <th>FEMALES</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	1st YEAR HS		2nd YEAR HS		3rd YEAR HS		4th YEAR HS		MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES								
1st YEAR HS		2nd YEAR HS		3rd YEAR HS		4th YEAR HS																			
MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES																		

THANK YOU!

Pantawid Pamilyang Pilipino Program Municipalities (4Ps)
Quick Supply Side Assessment
Department of Social Welfare and Development

FILL-UP INSTRUCTIONS GUIDE
For ELEMENTARY SCHOOLS ASSESSMENT QUESTIONNAIRES

GENERAL INSTRUCTIONS

This will serve as your guide in answering the questions asked in the Elementary School Assessment Questionnaire given to you by DSWD. The Elementary Schools Assessment Questionnaire is used to collect information about the installed capacity of elementary education services in 4Ps municipalities. The questionnaire contains questions about your elementary school's profile, human resources, equipment and supplies, and student information.

Please answer all the questions according to the instructions contained in this guide. Please write neatly and legibly when accomplishing this form.

HOW TO RECORD RESPONSES

There are several ways to answer the questions. Some questions have pre-coded response alternatives while others have boxes that need to be filled with numbers.

1. Pre-coded response alternatives

For most questions, pre-coded response categories are provided. Whenever possible, you should try to determine which category best fits your given answer and encircle the corresponding code which is either in numbers or letter. Note that if the codes are in numbers, you should encircle only one answer. If the codes are in letters, you can encircle more than one answer.

In some cases, you may not be sure to which category your answer fits. When this happens, do not encircle any code. Instead, you should write out your answer in full on the 'Others, specify' space provided.

2. Duration or number responses

Many questions require responses in numbers, e.g., the number of teachers, number of rooms, area in square meters, etc. Responses to these questions are entered in the boxes provided. Please make sure that each digit is written neatly inside each box.

For example, suppose you want to record your answer of "63" in the boxes provided. Since your answer has only 2 digits, make sure to put a zero first in the first box:

0	6	3
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3. Responses in a table form

In some questions, the answers will be entered in a table form. Whenever this is the case, you will be given specific instructions immediately after the last question relating to the table. Be sure to enter the answer in the correct row and column of the table. Apply the same procedure for pre-coded categories as discussed above. For duration responses or responses that require numbers, no specific boxes are provided so you may just fill in the space provided with the numbers required by the question.

SPECIFIC INSTRUCTIONS

ID1 - ID4. LOCATION OF THE ELEMENTARY SCHOOL

Write the name of the region (ID1), province (ID2), city or municipality (ID3) and the barangay (ID4) where this elementary school is located.

ID5. NAME OF SCHOOL

Write down the complete name of this elementary school on the space provided.

ID6. ADDRESS

Write the address of this elementary school. Please specify the exact address number (if any), street name, barangay and city/municipality where this school is located.

ID7. SCHOOL ID

Write the 6-digit school identification codes being used by the Department of Education (DepEd) in the appropriate boxes.

ID8. NAME OF PRINCIPAL

Write the complete name of the principal of this elementary school. If there is no principal, write the name of the head teacher.

ID9 - ID10. NAME AND POSITION OF RESPONDENT

Write your complete name and your position/designation in this school. Make sure to affix your signature in the space provided.

ID11 - ID12. TELEPHONE/FAX NUMBER and EMAIL ADDRESS

Write down the contact information for this school including the telephone number(s) (both landline and cellphone) or fax number (ID11). If this school has an official email address, record this information as well (ID12). If this school does not have this information, please write down your personal phone and email addresses.

ID13. DATE OF REPORTING

Write down the date this questionnaire was answered.

BLOCK A: SCHOOL PROFILE

A1. Year the school was established

Record the year this school was established.

A2. Grades offered

Specify the grade levels offered in this school by encircling the appropriate response categories. You can have multiple answers for this question, i.e., you can encircle the letter corresponding to more than one category.

A3. Number of multi-grade classes

A multi-grade class refers to a class consisting of two or more curriculum grades and handled directly by only one teacher. A class consists of a group of pupils who are usually instructed together during a school term by a teacher or several teachers. If this school has multi-grade classes, indicate the number of existing multi-grade classes by writing the answer in the box provided. Write '0' in the box if the school has no multi-grade classes.

A4 – A5. Monograde classes (Use the table provided to record responses for A4-A5.)

A monograde class refers to a class consisting of only one curriculum grade and handled directly by one or more teachers.

If this school has monograde classes, write the number of classes for each grade level starting from the lowest grade offered in the school (A4).

For grades with more than one section, encircle the appropriate number of shifts (A5) per grade. Be reminded that there is no response of zero (0) for the number of shifts. If there is one class for the grade in one day, then the number of shifts for that grade is 1.

A6. Area of the classrooms

Record the average floor area of the classrooms in this school. Record the size in square meters.

A7. Number of rooms for teaching

Record the number of rooms in the school specifically designed for teaching that is currently used as academic classrooms for pre-school and for elementary in the designated boxes. Similarly, also record the number of rooms used as Science laboratories and computer laboratories.

If a room is being used for two or more purposes (e.g., a room used for both pre-school and elementary classes), record it only once under the category where it is mainly used to avoid over-count.

A8. Main source of drinking water

Encircle the appropriate category on whether this school has piped water or tube well/borehole as the main source of drinking water for its pupils.

Piped water refers to water supplied directly to the school by community water system such as the Manila Water Sewerage System (MWSS) or the local water district.

Tube well or borehole refers to a deep hole that has been driven, bored or drilled with the purpose of reaching ground water supplies. Water is delivered from a tube well or borehole through a pump which may be run by human, animal, wind, electricity, diesel or solar power.

A9. Toilet facility

Encircle the appropriate category on whether this school has flush or pour flush toilets.

Flush or pour flush toilets refer to toilets connected to any of the following:

1. A piped sewer system - a pipe that carries wastes away;
2. A septic tank - a sewage-disposal tank where there is a continuous flow of waste material decomposed by anaerobic bacteria;
3. A pit latrine - waste is carried away to a pit latrine;
4. Somewhere else - waste is carried away to a different place other than those mentioned above.

A10. Availability of water for toilet facility

Encircle the appropriate category on whether this school has water for its toilet facilities

A11. Availability of electricity

Encircle the appropriate category on whether this school has electricity which could come from grid power supply (e.g., MERALCO), generator, solar power, wind power, methane and other sources.

A12. Floor material of the classrooms

Encircle the appropriate category on whether this school has finished floors.

Finished floors refers to floors that are made of parquet, polished wood, vinyl, linoleum, ceramic tiles, cement or marble.

A13. Roof material of the classrooms

Encircle the appropriate category on whether this school has finished roofing.

Finished roofing refers to roofs that are made of galvanized iron, aluminum, wood, calamine or cement fiber, ceramic tiles or roofing shingles.

A14. Exterior walls of the classrooms

Encircle the appropriate category on whether this school has finished exterior walls.

Finished exterior walls refers to walls that are made of cement, stone, bricks, covered adobe, wooden planks/shingles, galvanized iron or aluminum.

BLOCK B: HUMAN RESOURCES

B1. School personnel

Write in the appropriate boxes the total number of pre-school teachers, elementary grade teachers, and non-teaching personnel in the school regardless of the source of funding for their salaries (national or local) and their position ranks.

BLOCK C: EQUIPMENT AND SUPPLIES

C1. Child-sized chairs

Record the number of child-sized chairs for pre-school pupils in this school in the designated boxes.

C2. School facilities and equipment

Record the number of usable (i.e., functional) desks, armchairs and chairs (including monobloc chairs) this school has. Write the number in the appropriate boxes.

C3. Number of textbooks

Record the number of textbooks available for use of the pupils in this school. Start with the lowest grade level and write down the number of available textbooks for each of the seven subjects (Language, Reading, Math, Science, Pagbasa, Wika, HEKASI/Sibika) before proceeding to the next grade or level. Take note that there is no Science subject for Grades 1 and 2.

In answering the question do not include workbooks in your count. In addition, if the pupils use a single textbook for two subjects (e.g., one textbook for Language and Reading), the textbook should then be counted twice (once under Language and once under Reading).

C4. Number of pupils given deworming medicine

Record the number of pupils in each grade level who were given first and second doses of deworming medicine for the past school year. If information is not available, please note it down in the questionnaire.

BLOCK D: STUDENT INFORMATION

D1. Number of enrolled pupils

Record the enrolment by sex and grade level for the current schoolyear. In the absence of enrolment data for the current schoolyear, record the enrolment data for the schoolyear with the most recent available data. Do not forget to indicate the schoolyear.

Pantawid Pamilyang Pilipino Program (4Ps) Quick Supply Side Assessment
Department of Social Welfare and Development

ELEMENTARY SCHOOLS ASSESSMENT QUESTIONNAIRE

INTRODUCTION

This questionnaire is designed to assess the educational facilities in your community as part of the Philippine government's Pantawid Pamilyang Pilipino Program (4Ps) implemented by the Department of Social Welfare and Development. We ask you to fill out this questionnaire. The information you will provide will help improve the delivery of services for the 4Ps beneficiaries.

This questionnaire is accompanied by a Fill-up Instructions Guide. Please refer to this Guide in answering the questions.

IDENTIFICATION

<div style="display: flex; justify-content: space-between;"> <div> <p>ID1 REGION _____</p> <p>ID2 PROVINCE _____</p> <p>ID3 CITY/MUNICIPALITY _____</p> <p>ID4 BARANGAY _____</p> <p>ID5 NAME OF SCHOOL _____</p> <p>ID6 ADDRESS _____</p> <p>ID7 SCHOOL ID </p> <p>ID8 NAME OF PRINCIPAL _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> (Last) (First) (M.I.) </div> <p>ID9 NAME OF RESPONDENT _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> (Last) (First) (M.I.) </div> <p>SIGNATURE OF RESPONDENT _____</p> <p>ID10 POSITION OF RESPONDENT _____</p> <p>ID11 TELEPHONE/FAX NUMBER _____</p> <p>ID12 EMAIL ADDRESS _____</p> <p>ID13 DATE OF REPORTING _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> (Day) (Month) (Year) </div> </div> <div style="width: 25%; text-align: center; vertical-align: top;"> <p>DO NOT FILL UP THIS PORTION.</p> <div style="margin-top: 20px;"> </div> <div style="margin-top: 10px;"> </div> <div style="margin-top: 10px;"> </div> <div style="margin-top: 10px;"> </div> <div style="margin-top: 20px;"> </div> <div style="margin-top: 20px;"> </div> <div style="margin-top: 20px;"> </div> <div style="margin-top: 20px;"> </div> <div style="margin-top: 20px;"> </div> <div style="margin-top: 20px;"> </div> <div style="margin-top: 20px;"> </div> <div style="margin-top: 20px;"> </div> </div> </div>

DO NOT FILL-UP THE PORTION BELOW. FOR OFFICE USE ONLY.

OFFICE RECORD

ACTION	NAME	DATE	REMARKS	ACTION	NAME	DATE	REMARKS
Submitted				Encoded			
Reviewed				Verified			

BLOCK A: SCHOOL PROFILE

NO.	QUESTIONS AND FILTERS	CODING CATEGORIES																								
A1	In what year was this school established?	YEAR <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																								
A2	What grades are offered in this school? ENCIRCLE EACH LETTER THAT APPLIES.	Pre-school A Grade 1 B Grade 2 C Grade 3 D Grade 4 E Grade 5 F Grade 6 G																								
A3	How many classes in this school are multigrade classes? WRITE "0" IF THE SCHOOL HAS NO MULTIGRADE CLASSES.	NO. OF MULTIGRADE CLASSES <input type="text"/>																								
A4	How many monograde classes are there for (GRADE)? WRITE "0" IF THE SCHOOL HAS NO MONOGRADE CLASS FOR THE PARTICULAR GRADE LEVEL																									
A5	How many school shifts are there in a day for your monograde (GRADE)? PLEASE ENCIRCLE THE NO. OF SHIFTS FOR EACH GRADE LEVEL USE THE TABLE BELOW TO RECORD RESPONSES TO QUESTIONS A4 AND A5																									
	<table border="1"> <thead> <tr> <th>GRADE</th><th>A4 NO. OF CLASSES</th><th>A5 NO. OF SHIFTS</th></tr> </thead> <tbody> <tr><td>A Pre-school</td><td></td><td>1 2 3</td></tr> <tr><td>B Grade 1</td><td></td><td>1 2 3</td></tr> <tr><td>C Grade 2</td><td></td><td>1 2 3</td></tr> <tr><td>D Grade 3</td><td></td><td>1 2 3</td></tr> <tr><td>E Grade 4</td><td></td><td>1 2 3</td></tr> <tr><td>F Grade 5</td><td></td><td>1 2 3</td></tr> <tr><td>G Grade 6</td><td></td><td>1 2 3</td></tr> </tbody> </table>	GRADE	A4 NO. OF CLASSES	A5 NO. OF SHIFTS	A Pre-school		1 2 3	B Grade 1		1 2 3	C Grade 2		1 2 3	D Grade 3		1 2 3	E Grade 4		1 2 3	F Grade 5		1 2 3	G Grade 6		1 2 3	
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A6	What is the average floor area of the classrooms in this school? Ex.: If a 9 x 7 sq. m. room has an area of 63 sq. m., write "063" in the boxes.	AREA IN SQUARE METERS <input type="text"/> <input type="text"/> <input type="text"/>																								
A7	How many rooms in this school are currently used as A Academic classrooms for pre-school? B Academic classrooms for Grades 1 to 6? C Science laboratories? D Computer laboratories?	NO. A CLASSROOMS FOR PRE-SCHOOL <input type="text"/> B CLASSROOMS FOR GR. 1-6 <input type="text"/> C SCIENCE LABORATORIES <input type="text"/> D COMPUTER LABORATORIES <input type="text"/>																								
A8	Does this school have piped water or tube well/borehole as the main source of drinking water for its pupils?	Yes 1 No 2																								
A9	Does this school have flush or pour flush toilets?	Yes 1 No flush or pour flush toilet 2 No toilets 3																								

NO.	QUESTIONS AND FILTERS	CODING CATEGORIES
A10	Does this school have water for its toilet facilities?	Yes 1 No water 2 No toilets 3
A11	Does this school have electricity?	Yes 1 No 2
A12	Do most classrooms in this school have finished floors, i.e., made of parquet, polished wood, vinyl, linoleum, ceramic tiles, cement or marble?	Yes 1 No 2
A13	Do most classrooms in this school have finished roofing, i.e., made of galvanized iron, aluminum, wood, calamine or cement fiber, ceramic tiles or roofing shingles?	Yes 1 No 2
A14	Do most classrooms in this school have finished exterior walls, i.e., made of cement, stone, bricks, covered adobe, wooden planks/shingles, galvanized iron or aluminum?	Yes 1 No 2

BLOCK B: HUMAN RESOURCES

NO.	QUESTIONS AND FILTERS	CODING CATEGORIES													
B1	How many _____ does this school have? A Pre-school teachers B Elementary grade teachers C Non-teaching personnel	A PRE-SCHOOL TEACHERS B ELEM. GRADE TEACHERS c NON-TEACHING PERSONNEL	<div>NUMBER</div> <table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>												

BLOCK C: EQUIPMENT AND SUPPLIES

NO.	QUESTIONS AND FILTERS	CODING CATEGORIES												
C1	<p>How many usable child-sized chairs does this school have for its pre-school pupils?</p> <p>WRITE "000" IF NO CHILD-SIZED CHAIRS.</p> <p>ENCIRCLE "999" IF THERE IS NO PRE-SCHOOL.</p>	<p>NO. OF CHILD-SIZED CHAIRS <table border="1"><tr><td></td><td></td><td></td></tr></table></p> <p>NO PRE-SCHOOL 999</p>												
C2	<p>How many usable _____ does this school have for its pupils in elementary grades?</p> <p>A Desks</p> <p>B Armchairs</p> <p>C Chairs</p> <p>WRITE "0000" IF NO DESKS/ARMCHAIRS/CHAIRS.</p>	<p>A NO. OF DESKS <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table></p> <p>B NO. OF ARMCHAIRS <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table></p> <p>C NO. OF CHAIRS <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table></p>												

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C3	<p>Please provide data on the number of textbooks available for pupils in this school. For each grade level, indicate the number of available textbooks per subject. Do not include workbooks.</p> <p>WRITE "0" IF NO SUCH TEXTBOOKS.</p> <p>NO. OF TEXTBOOKS (Excluding workbooks)</p> <table border="1"> <thead> <tr> <th>GRADE</th> <th>Language</th> <th>Reading</th> <th>Math</th> <th>Science</th> <th>Pagbasa</th> <th>Wika</th> <th>HEKASI/ Sibika</th> </tr> </thead> <tbody> <tr> <td>A Grade 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B Grade 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C Grade 3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D Grade 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>E Grade 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>F Grade 6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	GRADE	Language	Reading	Math	Science	Pagbasa	Wika	HEKASI/ Sibika	A Grade 1								B Grade 2								C Grade 3								D Grade 4								E Grade 5								F Grade 6								
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C4	<p>For the past school year, indicate the number of pupils per grade level who were given their first and/or second dose of deworming medicine.</p> <p>IF THE DATA IS NOT AVAILABLE, TICK THIS BOX: <input type="checkbox"/> DATA NOT AVAILABLE</p> <table border="1"> <thead> <tr> <th>GRADE</th> <th>1st DOSE</th> <th>2nd DOSE</th> </tr> </thead> <tbody> <tr> <td>A Pre-school</td> <td></td> <td></td> </tr> <tr> <td>B Grade 1</td> <td></td> <td></td> </tr> <tr> <td>C Grade 2</td> <td></td> <td></td> </tr> <tr> <td>D Grade 3</td> <td></td> <td></td> </tr> <tr> <td>E Grade 4</td> <td></td> <td></td> </tr> <tr> <td>F Grade 5</td> <td></td> <td></td> </tr> <tr> <td>G Grade 6</td> <td></td> <td></td> </tr> </tbody> </table>	GRADE	1st DOSE	2nd DOSE	A Pre-school			B Grade 1			C Grade 2			D Grade 3			E Grade 4			F Grade 5			G Grade 6																																			
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BLOCK D: PUPIL INFORMATION

D1	<p>Please indicate in each box the total number of male or female pupils enrolled by grade level in the current schoolyear or the schoolyear with the most recent available data.</p> <p>YOU MAY COPY THE INFORMATION ASKED HERE FROM ANY OFFICIAL SCHOOL DOCUMENT ON HAND.</p> <p>IF THE SCHOOL DOES NOT OFFER A PARTICULAR GRADE (E.G., PRE-SCHOOL), WRITE "NAP" IN THE SPACE PROVIDED.</p> <p>SCHOOLYEAR: SY 20__ - 20__</p> <table border="1"> <thead> <tr> <th>GRADE</th> <th>MALES</th> <th>FEMALES</th> </tr> </thead> <tbody> <tr> <td>A Pre-school</td> <td></td> <td></td> </tr> <tr> <td>B Grade 1</td> <td></td> <td></td> </tr> <tr> <td>C Grade 2</td> <td></td> <td></td> </tr> <tr> <td>D Grade 3</td> <td></td> <td></td> </tr> <tr> <td>E Grade 4</td> <td></td> <td></td> </tr> <tr> <td>F Grade 5</td> <td></td> <td></td> </tr> <tr> <td>G Grade 6</td> <td></td> <td></td> </tr> </tbody> </table>	GRADE	MALES	FEMALES	A Pre-school			B Grade 1			C Grade 2			D Grade 3			E Grade 4			F Grade 5			G Grade 6		
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THANK YOU!