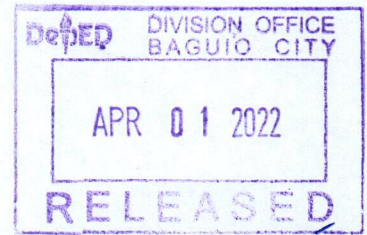




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**



01 April 2022

DIVISION MEMORANDUM  
NO. 101, s. 2022

**SDO BAGUIO CITY UNIFIED DATA MANAGEMENT SYSTEM (UDMS)  
COORDINATION MEETING**

To : All School Functional Division Unit/Section Heads  
Representative - Association of Private Schools Administrators – Baguio City  
Representative - National Association of Public Secondary Schools Heads, Inc.  
Representative - Philippine Elementary Schools Principal Association

1. In the efforts of the Division to centralize, ensure data integrity, and increase the efficiency of data collection process across level of governance, this Office through the School Governance and Operations Division (SGOD)- Planning and Research Section (PRS) and Office of the Schools Division Superintendent (OSDS)- Information Communication Technology Unit (ICTU) will conduct a **coordination meeting on the SDO Baguio City Unified Data Management System (UDMS) on 8 April 2022, 1:30 PM to 4:30 PM through Zoom.**

2. Zoom details are as follows:

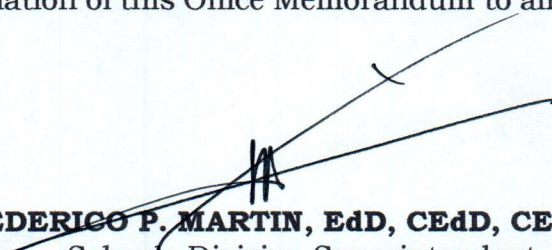
**Link:** <https://tinyurl.com/coormeet>  
**Meeting ID:** 858 9297 8035  
**Passcode:** 9pHyCj

3. For the indicative coordination meeting matrix, please refer to Enclosure 1 of this Memorandum.

4. As pre-work, all concerned offices are expected to prepare the list of data elements needed for perceived reports. Please input through the provided google sheet link **before the coordination meeting:**

**Google link:** <https://tinyurl.com/coormeet2022>

5. Immediate and wide dissemination of this Office Memorandum to all concerned is desired.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
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Enclosure 1 to Division Memorandum 101, s.2022

**COORDINATION MEETING INDICATIVE PROGRAM MATRIX**

TIME	ACTIVITY	FOCAL
1:15PM-1:30PM	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Prayer</li> </ul>	Planning and Research Section Staff
1:31PM-1:40PM	<b>Statement of Purpose and Message</b>	<b>Federico P. Martin, EdD, CEEd, CESO V</b> Schools Division Superintendent
1:41PM-3:00PM	<b>Coordination Meeting Proper</b> A. Presentation of the e-planning system elements, data management systems, and other data collection forms and reports: <ul style="list-style-type: none"> <li>• E-planning system</li> <li>• Daily Enrollment</li> <li>• LESF / Enrollment Form</li> <li>• NSBI</li> <li>• ICC and MT</li> <li>• Annual Report</li> <li>• Academic Performance</li> <li>• SF-7</li> <li>• SF-4</li> <li>• School Age</li> <li>• LIS</li> <li>• Other data collection forms</li> </ul>	Planning and Research Section Staff
3:01PM-4:10PM	<b>B. PRESENTATION</b> Listing of perceived data elements, reports, and other information needed	All Functional Division Units/Sections  Organizations
	<b>C. INTEGRATION</b> of identified elements to the existing data collection forms and systems	<b>SGOD-PRS</b> <b>OSDS-ICT</b>
4:11PM-4:25PM	Question and Answers (Q&A)	SGOD-PRS
4:26PM-4:30PM	Closing prayer	SGOD-PRS