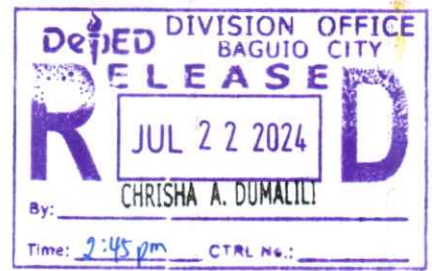




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



July 19, 2024

DIVISION MEMORANDUM

No. **399-2024**

**CONDUCT OF ONLINE SURVEY FORM FOR THE
SCHOOL STAFFING STUDY BY IDINSIGHT**

To: Quezon Hill Elementary School
Pinsao Elementary School
Gibraltar Elementary School
Manuel Roxas Elementary School
San Vicente Elementary School
Magsaysay National High School
Dominican Mirador National High School
Baguio City National Science High School
All Others Concerned

1. The Bureau of Human Resource and Organizational Development-School Effectiveness Division (BHROD-SED) is currently developing the School Organizational Structure and Staffing Standards (SOSSS). The Second Congressional Commission (EDCOM2) supports the initiative has partnered with IDinsight, a research organization, to conduct a study on the workload, staffing provision and school function among **school heads, teachers, and school-based administrative officers**. The generated findings shall provide additional empirical support for the policy directions of the SOSSS.
2. In light of the aforementioned, all identified schools are requested to answer the online survey at their earliest convenience on any day from July 15, 2024 to August 09, 2024.
3. Please see Enclosure 1 for the instructions for the IDINSIGHT survey.
4. Immediate and wide dissemination of this Memorandum is required.

SORAYA T. FAGULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in charge
Office of the Schools Division Superintendent



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Enclosure 1 to Division Memorandum

I. Study Participants

- a. The identified schools listed shall only participate and answer the survey.
- b. The target school participants of the survey are the following: (1) school head, (5) teachers and (1) school administrative officer II (AO II).
- c. If the school does not presently have an administrative officer II, please disregard the attached administrative officer II survey.
- d. In the event that the school has more than five (5) teachers, the school head should randomize the selection, following the procedure:
 - School Heads should refer to an alphabetized list of teachers in the school, in order of the last name (A-Z).
 - Select the first five (5) teachers on that list to complete the survey
 - If any of those teachers are not available or do not wish to be surveyed, please continue down the alphabetized list until 5 teachers confirm their availability and willingness to be surveyed;
 - In schools with less than 5 teachers, all teachers within the school will be requested to answer the survey

II. Data Collection Instruction and Schedule

1. To access the online survey, participants shall refer to the following links:
 - a. School Heads: <https://bit.ly/idi-shsurvey>
 - b. Teachers: <https://bit.ly/tchrsurvey>
 - c. Administrative Officer II: <https://bit.ly/ao2survey>
2. The survey form consists of the following sections: Background, Informed Consent Form, Participant Profile, and Survey Proper.
3. Respondents can access the online survey form from July 15 to August 9, 2024.