

Posted



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

August 5, 2025

DIVISION MEMORANDUM

PRS-2025- 385

**A CATCHMENT AREA STUDY USING AUTOMATED MAPPING AND
SCHOOL FORM 1 DATA**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

1. In line with the Department's thrust towards strategic planning and evidence-based decision-making, and pursuant to DepEd Order No. 029, s. 2022 entitled "Monitoring and Evaluation Framework (BEMEF) for Data-Driven Decision Making", this Office, through the Office of the Schools Division Superintendent and the Planning and Research Section (PRS), announces the conduct of a Catchment Area Study Using Automated Mapping and School Form 1 Data.
2. In line with the conduct of this study, an innovation developed by the aforementioned proponents on School Form 1 Data Extraction and Automated Mapping shall be utilized to streamline the processing of learner location data, enhance data visualization, and ensure accuracy and efficiency in the identification of school catchment areas.
3. This study, together with the utilization of the innovation, aims to:
 - a. establish an accurate record of each school's official catchment barangays;
 - b. identify the proportion of learners residing outside their declared catchment areas;
 - c. analyze factors influencing out-of-catchment enrollment; and
 - d. generate data-driven recommendations to inform school planning, resource allocation, and stakeholder engagement and partnership.
4. The conduct of this study shall follow the process flow and schedule indicated below to ensure systematic implementation, accountability of responsible offices, and adherence to prescribed timelines:

Activity	Responsible Office/Person	Time Frame	Duration	Activity Details
Initial Survey	School Heads	Aug 8, 2025 (ManCom)	1 day	Identify catchment barangays using prescribed survey form.

Activity	Responsible Office/Person	Time Frame	Duration	Activity Details
Data Validation	SDS, PRS, CID, EFD	Aug 12-15, 2025	4 days	Review and validate declared catchment barangays for accuracy and completeness.
SF1 Data Submission	School Heads	Aug 12-20, 2025	9 days	Submit electronic copy of School Form 1 (SF1) in Excel format.
Automated Processing	SDS, PRS	Aug 12-28, 2025	17 days	Process SF1 data to identify learners outside declared catchment barangays.
Out-of-Catchment Data Collection	School Heads	Aug 29 - Sep 5, 2025	6 days	Gather and document reasons for out-of-catchment enrollment.
Data Analysis	SDS, PRS	Sep 8-12, 2025	5 days	Analyze collected data to determine factors influencing out-of-catchment enrollment.
Results Dissemination & Proposals	SDS, PRS, CID, EFD	Sep 15, 2025	1 day	Present results and recommendations to MANCOM, agencies, and LGUs; propose partnerships and interventions.

5. Immediate dissemination of and compliance with this Memorandum are desired.



MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

Enclosure: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

STRATEGIC PLANNING

DATA ANALYSIS

CATCHMENT

SGOD-PRS-GVP