



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



August 20, 2026

DIVISION MEMORANDUM

SGOD PRS No. **156** s. 2026

INSTITUTIONALIZATION OF PROJECT PRO MAPS - PLANNING AND RESEARCH OPERATIONS, MANAGEMENT, ANALYSIS, PRIORITIZATION, AND STRATEGIC SYSTEMS

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Public Schools District Supervisors/Principals In-charge
Elementary and Secondary School Heads
Concerned Employees
This Division

1. In pursuit of the Department of Education's commitment to evidence-based governance, quality management, and digital transformation, the Schools Division Office of Sultan Kudarat hereby adopts, implements, and institutionalize Project PRO MAPS (Planning and Research Operations, Management, Analysis, Prioritization, and Strategic Systems) as the Division's integrated planning and research management system.
2. Project PRO MAPS is a strategic innovation designed to consolidate school, learner, teacher, classroom, research, and other planning-related information into a unified digital platform. The system shall serve as the Division's central repository of operational data, enabling timely analytics, standardized reporting, strategic planning, and informed decision-making across governance and human resource functions.
3. Specifically, the project system aims to:
 - a. integrate school profiles, staffing information, personnel records, learner data, classroom information, and research outputs into a centralized database;
 - b. strengthen evidence-based planning through analytics, forecasting, and decision-support mechanisms;
 - c. streamline planning, reporting, monitoring, and human resource management processes through standardized digital workflows;
 - d. provide reliable data for staffing rationalization, leadership development, succession planning, and resource allocation;
 - e. generate real-time operational reports and executive dashboards that support policy formulation and strategic planning; and

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- f. institutionalize data governance practices consistent with the National Quality Management System (NQMS), PRIME-HRM, and applicable DepEd policies.
4. Anchored on national transparency initiatives, such as Project BUKAS, which provides public access to education indicators, PROJECT PRO MAPS proposes an integrated, National Quality Management System (NQMS)-compliant platform that consolidates planning, research, and human resource data that further aims to:
- a. improve accuracy, reliability, and accessibility of data;
facilitate evidence-based decision-making and resource allocation;
 - b. enable targeted interventions for schools, teachers, and learners;
 - c. institutionalize merit-based HR and planning processes;
 - d. strengthen compliance with NQMS and PRIME-HRM standards.
 - e. integrate BP 207, Table 14, school head, teacher, and learner datasets into a unified platform.
 - f. provide dashboards and reporting tools for real-time decision support.
 - g. Streamline administrative processes for planning, compliance, and personnel monitoring.
 - h. Support HR development, succession planning, and professional growth initiatives.
 - i. Ensure scalability and future integration with analytics modules and national platforms.
5. All schools, district offices, and functional divisions are directed to cooperate fully by ensuring the accuracy, completeness, and timely submission of all required datasets and reports to support the successful implementation of Project PRO MAPS.
6. Funding requirements for system development, maintenance, capacity building, and other related activities shall be charged against available funds, subject to the usual accounting and auditing rules and regulations.
7. For clarification and technical assistance, concerned personnel may coordinate directly with the Planning Office or through Kevin Lloyd V. Hijastro, EPS II- HRDS/ Acting Planning Officer III through kevinlloyd.hijastro@deped.gov.ph
8. For the information, guidance, and strict compliance of all concerned.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

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Encl: None

Reference: None

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

PROJECT

PLANNING

STRATEGIC SYSTEMS

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I. RATIONALE

The Schools Division of Sultan Kudarat manages multiple critical datasets essential to planning, research, and human resource administration. These include BP 207 school profiles, Table 14 staffing data, school head assignments, teacher deployment records, and personnel information. At present, these datasets are maintained across different offices using separate systems and formats, resulting in data silos, delayed reporting, and limited utilization of data for strategic, evidence-based decision-making.

Anchored on national transparency and data-access initiatives such as Project BUKAS, which features the *Paaralang Bukas Dashboard* providing public access to key education indicators—such as enrollment, learning outcomes, school facilities, internet connectivity, personnel information, and basic utilities—the Division proposes Project PRO MAPS as a complementary and internal strategic system.

Project PRO MAPS is an integrated planning and research management system that consolidates school, personnel, learner, and facilities data into a unified platform. It enables streamlined planning processes, robust analytics, and prioritized decision-making by providing timely, accurate, and interconnected data to managers and planners.

The project is NQMS-ready and aligned with PRIME-HRM, as it institutionalizes standardized planning and data management processes, ensures data integrity, and strengthens records management, risk controls, and continuous improvement mechanisms. Through secure, role-based access and unified reporting structures, Project PRO MAPS enhances transparency, accountability, and merit-based human resource and planning decisions.

By integrating planning, research, and human resource information, Project PRO MAPS serves as a strategic innovation that strengthens quality management systems, supports human resource excellence, and promotes responsive, data-driven governance in the Department of Education, Schools Division of Sultan Kudarat.

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II. OBJECTIVES

General Objective

To develop and implement an integrated data management system that consolidates school profiles, staffing data, school head and teacher information, and other personnel records to support evidence-based planning, governance efficiency, and human resource development in DepEd Sultan Kudarat.

Specific Objectives

1. **Data Integration:**

Consolidate BP 207 school profiles, Table 14 staffing information, school head profiles, years of service, and teacher deployment records into a single, unified system.

2. **Decision Support:**

Provide real-time dashboards and reporting tools to guide staffing allocation, leadership assignments, and resource distribution at school and division levels.

3. **Governance Efficiency:**

Streamline administrative processes such as compliance reporting, school profiling, and personnel monitoring through a centralized digital platform.

4. **HR Development & Succession Planning:**

Track school head tenure, teacher qualifications, and deployment history to inform leadership development, succession planning, and professional development initiatives.

5. **Scalability and Future Readiness:**

Design the system to allow future integration of analytics modules, learning outcomes tracking, and predictive staffing tools.

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III. PROJECT DESCRIPTION

Project PRO MAPS - Planning And Research Operations, Management, Analysis, Prioritization, And Strategic Systems

A unified data management system linking school profiles, leadership, and personnel information to support evidence-based planning, staffing rationalization, and governance in DepEd Sultan Kudarat.

IV. METHODOLOGY

PLANNING AND RESEARCH OPERATIONS, MANAGEMENT, ANALYSIS, PRIORITIZATION, AND STRATEGIC SYSTEMS (PRO MAPS)

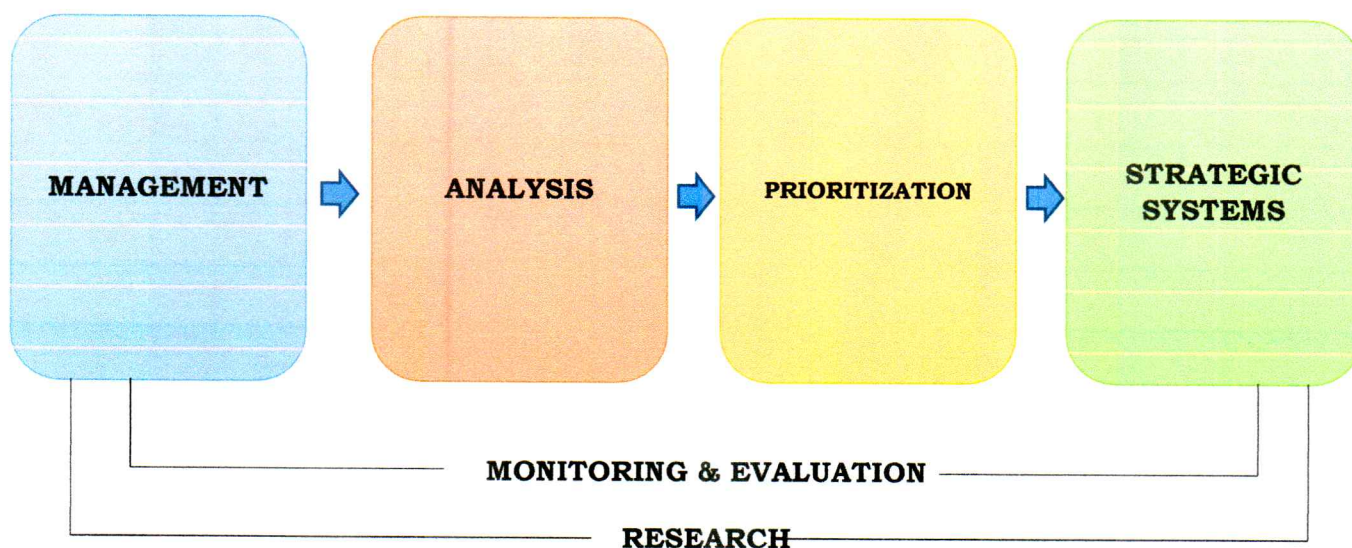


Figure 1. Conceptual Framework of (PRO MAPS) PLANNING AND RESEARCH OPERATIONS, MANAGEMENT, ANALYSIS, PRIORITIZATION, AND STRATEGIC SYSTEMS

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PRO MAPS CONCEPTUAL FRAMEWORK

Planning and Research Operations, Management, Analysis, Prioritization, and Strategic Systems

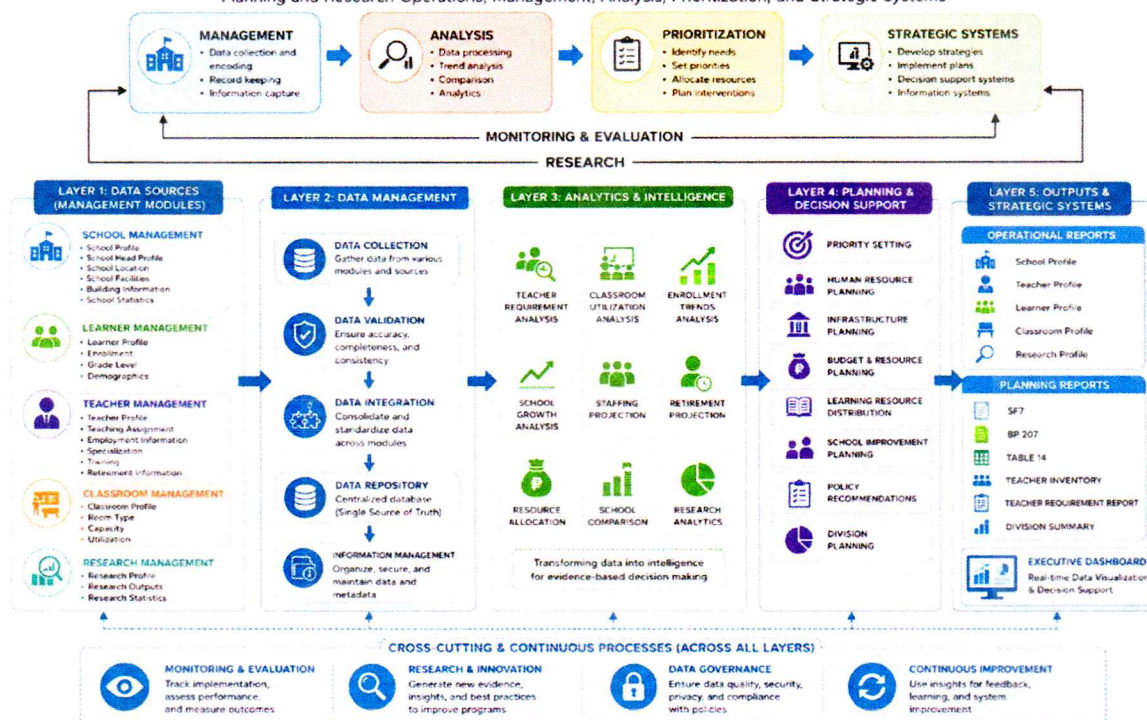


Figure 1. Conceptual Framework of PRO MAPS

Figure 1. Conceptual Framework of (PRO MAPS) PLANNING AND RESEARCH OPERATIONS, MANAGEMENT, ANALYSIS, PRIORITIZATION, AND STRATEGIC SYSTEMS

Conceptual Framework

The Planning and Research Operations, Management, Analysis, Prioritization, and Strategic Systems (PRO MAPS) conceptual framework illustrates how an integrated information management system transforms operational data into evidence-based planning and strategic decision-making within the Schools Division Office.

The framework begins with the Management component, which serves as the primary source of organizational data. It consolidates information from five major management modules: School Management, Learner Management, Teacher Management, Classroom Management, and Research Management. These modules capture comprehensive data on school profiles, learner enrollment and

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demographics, teacher deployment and qualifications, classroom utilization, and research outputs, thereby establishing a centralized repository of operational information.

The collected data undergoes a Data Management process involving data collection, validation, integration, storage, and information management. This process ensures the accuracy, consistency, completeness, and reliability of information, creating a single source of truth for planning and decision-making across the division.

Once validated, the data proceeds to the Analysis component, where advanced analytics generate meaningful insights. Through descriptive, diagnostic, and predictive analyses, PRO MAPS produces teacher requirement analyses, classroom utilization assessments, enrollment trends, school growth projections, staffing and retirement forecasts, resource allocation analyses, school comparisons, and research analytics. These analytical outputs provide objective evidence for understanding current conditions and anticipating future organizational needs.

The results of the analysis inform the Prioritization component, where evidence is translated into strategic actions. This stage supports human resource planning, infrastructure development, resource allocation, school improvement planning, policy formulation, and division-wide strategic planning. By prioritizing interventions based on reliable data, decision-makers are better equipped to allocate resources efficiently and address critical educational needs.

The final component, Strategic Systems, transforms analytical outputs into actionable information through operational reports, planning reports, executive dashboards, and real-time visualization tools. These outputs include School Profiles, Teacher Profiles, Learner Profiles, Classroom Profiles, Research Profiles, BP 207, SF7, Table 14, Teacher Inventory, Teacher Requirement Reports, and Division Summary Reports. Collectively, these reports support evidence-based governance, policy implementation, monitoring, and organizational performance management.

Supporting the entire framework are four continuous and interconnected mechanisms: Monitoring and Evaluation, Research, Data Governance, and Continuous Improvement. These cross-cutting processes ensure data quality,

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strengthen accountability, encourage innovation, and promote ongoing enhancement of programs, policies, and planning systems.

Overall, the PRO MAPS conceptual framework demonstrates that effective educational planning is achieved by transforming integrated operational data into strategic intelligence, enabling the Schools Division Office to make informed, transparent, and timely decisions that improve educational service delivery and organizational performance.

Further, Project PRO MAPS (Planning and Research Operations, Management, Analysis, Prioritization, and Strategic Systems) is anchored on the principle that effective governance and human resource excellence are achieved through the systematic integration of data management, evidence-based analysis, and strategic institutionalization. The framework presents a sequential yet iterative process that transforms raw operational data into strategic systems that support planning, research, and decision-making in the Schools Division of Sultan Kudarat.

The framework consists of four interrelated core components—Management, Analysis, Prioritization, and Strategic Systems—supported by Research and Monitoring and Evaluation (M&E) as cross-cutting mechanisms that ensure continuous improvement, accountability, and responsiveness to organizational needs.

Operational Definitions of Framework Components

1. Management

Management refers to the organized handling of planning, research, and human resource data through standardized processes, data governance protocols, and records management systems. In Project PRO MAPS, management covers the collection, validation, storage, and maintenance of key datasets such as school profiles, staffing patterns, personnel records, and deployment data. This component ensures data integrity, accessibility, and compliance with DepEd policies, PRIME-HRM standards, and NQMS requirements.

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2. Analysis

Analysis involves the systematic examination and interpretation of consolidated data to generate meaningful insights for planning and decision-making. Within PRO MAPS, analysis includes trend analysis, gap identification, forecasting, and performance assessment related to schools, personnel, and resources. This component transforms managed data into evidence that informs policy directions, program design, and resource optimization.

3. Prioritization

Prioritization refers to the process of ranking and selecting strategic actions, programs, and resource allocations based on analytical evidence, organizational goals, and identified needs. In the PRO MAPS framework, prioritization ensures that planning and human resource decisions are objective, transparent, and aligned with division priorities, equity considerations, and national education mandates.

4. Strategic Systems

Strategic Systems pertain to the institutionalization of prioritized decisions through automated platforms, dashboards, policies, and standardized procedures. This component operationalizes planning and HR decisions by embedding them into systems that support implementation, monitoring, and sustainability. In Project PRO MAPS, strategic systems strengthen accountability, continuity, and scalability of reforms while reinforcing merit-based and data-driven governance.

Cross-Cutting Components

A. Research

Research serves as a foundational and continuous process that informs all

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stages of the PRO MAPS framework. It involves the generation of new knowledge, validation of assumptions, and contextual understanding of emerging issues through formal studies, action research, and policy analysis. Research ensures that decisions are not only data-driven but also theoretically grounded and contextually relevant.

B. Monitoring and Evaluation (M&E)

Monitoring and Evaluation is an ongoing mechanism that assesses the effectiveness, efficiency, and impact of management practices, analytical processes, prioritization decisions, and strategic systems. In PRO MAPS, M&E provides feedback loops that guide system refinement, risk management, and continuous improvement, thereby ensuring alignment with NQMS principles and PRIME-HRM maturity indicators.

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METHODOLOGY OF THE PROJECT PRO MAPS

Needs Assessment and Gap Analysis

- Conduct DSK Kumustahanan and consultations with Admin Officer V, HR staff, school heads, and IT personnel to identify existing gaps in data management and workflow inefficiencies.
- Review current data systems including BP 207 profiles, Table 14, EBEIS/HRIS, and school personnel records.

System Design

- Define data architecture to interconnect all relevant datasets.
- Identify core modules:
 1. School Profiles (BP 207 data)
 2. Staffing and Plantilla (Table 14)
 3. School Head Profiles & Tenure
 4. Teacher Deployment & Qualifications
 5. Student Profile
 6. Teacher Profile
 7. Number of Rooms per school, BOSY, EOSY
 8. Design user interface for planners, HR personnel, and school heads.
 9. Establish security and access protocols to ensure data privacy and compliance with DepEd rules.

System Development

- Use a relational database model to connect school, personnel, and planning datasets.
- Implement data validation rules to ensure accuracy and consistency.
- Develop dashboard and reporting features for real-time decision support.
- Ensure mobile-friendly and cloud-enabled access where possible for wider usability.

Data Migration and Integration

- Collect and clean existing data from BP 207, Table 14, and HR records.

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- Map and upload all datasets into the new integrated system.
- Conduct data verification and quality checks with concerned offices.

Testing and Pilot Implementation

- Conduct a pilot test in selected districts or schools to ensure system functionality.
- Collect feedback from end-users (planning officers, school heads, HR staff) to improve usability.
- Make necessary adjustments based on pilot results.

Training and Capacity Building

- Conduct training sessions for end-users to ensure proper use of the system.
- Provide guidelines, manuals, and helpdesk support for ongoing technical assistance.

Full Implementation and Monitoring

- Roll out the system division-wide after successful pilot testing.
- Establish regular monitoring and evaluation schedules to track usage, data accuracy, and effectiveness.
- Gather feedback for future upgrades or additional modules.

Sustainability and Future Expansion

- Plan for system updates and maintenance.
- Explore integration with national platforms like EBEIS, ARAL, or Project BUKAS dashboards.
- Consider adding predictive analytics or AI-assisted planning tools in the long term.

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VI – EXPECTED OUTPUT:

Below are the expected outputs:

- **Integrated Data System**
Centralized, role-based platform consolidating planning, research, HR, and school data.
- **Standardized Data Management Processes**
Approved SOPs for data collection, validation, storage, and reporting aligned with NQMS and PRIME-HRM.
- **Analytical Dashboards and Reports**
Real-time dashboards and automated reports for planning, staffing, and resource allocation.
- **Evidence-Based Prioritization Tools**
Data-driven prioritization matrices supporting AIP, staffing plans, and intervention planning.
- **Institutionalized Strategic Systems**
Embedded planning and HR processes operationalized through sustainable digital systems.
- **Research and Policy Outputs**
Policy briefs, research reports, and analytical studies generated from PRO MAPS data.
- **Monitoring and Evaluation Reports**
Regular M&E outputs providing feedback for system improvement and decision refinement.
- **Enhanced PRIME-HRM and NQMS Readiness**
Documented compliance and improved maturity indicators for quality and HR systems.
- **Capacity Building Materials**
Trained personnel, user manuals, and technical guides for system utilization
- **Improved Governance Outcomes**
Faster, transparent, and data-driven planning and HR decisions.

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VI – WORKING COMMITTEE:

Roberto J. Montero, CESO V – SDS
Mohalidin M. Suaeb, PhD – CES – SGOD/OIC ASDS
Kevin Lloyd V. Hijastro – EPS II/ Acting Planning Officer
Rodrigo O. Viduya - SEPS-PRS
Mark Carlo D. Buyao-SEPS SMME
Lazaro P. Oriel, PhD-SEPS HRDS
Rhea Angeline F. Soberano-OIC EPS II-HRDS
Lloyd Kit S. Villa-ADA III-PRS
Remos G. Baclaan-PDO I
Glenn M. Celebre-Teacher III-Isulan National High School
School / District LIS Coordinators
TWG

IV. MONITORING AND EVALUATION

- Regular M&E reports assessing system performance, data quality, utilization, and impact on planning and HR decisions.
- Documented feedback loops for system enhancement and continuous improvement aligned with NQMS.

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