

**Republic of the Philippines**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
**UL Complex, Pasig City**

January 24, 1996

DECS ORDER  
No. 8, s. 1996

**COMPREHENSIVE PUBLIC SCHOOLS CENSUS**

To : Bureau Directors  
Regional Directors  
Schools Superintendents  
District Supervisors  
Vocational School Superintendents/Administrators  
School Heads

1. A comprehensive school census of all government elementary and secondary schools will be conducted by the Office of Planning Service. The school census aims to obtain complete, reliable and up-to-date school-level data on a variety of information areas to support the planning, budgeting and procurement activities of the Department.
2. Inclosed are the forms which shall be accomplished by the administrators/heads of all the government elementary and secondary schools in three (3) copies. One (1) copy of the accomplished form shall be submitted on or before April 30, 1996 to the Research and Statistics Division, Office of Planning Service, DECS, UL Complex, Meralco Avenue, Pasig City. The second copy shall be submitted to the Schools Superintendent and the third copy shall be retained in the school.
3. Full attention and prompt compliance with this Order is earnestly requested of all concerned to ensure successful implementation of this data gathering activity.
4. Since the comprehensive school census is intended to be a one-time data submission, this Order does not supersede previous DECS Orders regarding annual collection and processing of basic education data.

  
**RICARDO T. GLORIA**  
Secretary

Incls. : As stated  
Reference : DECS Order : No. 42, s. 1995  
Allotment : 1-2-3-- (M. O. 1-87)  
To be indicated in the Perpetual Index  
under the following subjects:

CENSUS  
STATISTICS (Data)

FORMS  
SCHOOLS

**PROFILE OF GOVERNMENT ELEMENTARY AND SECONDARY SCHOOLS  
SY 1995-1996**

Directions: This is the MIS of the school for basic information.

<b>REGION :</b>	<b>DIVISION :</b>	<b>DISTRICT:</b>
<b>NAME OF SCHOOL :</b>		<b>SCHOOL ID NO.:</b>
<b>ADDRESS :</b>		<b>LEGISLATIVE DISTRICT:</b>
(street, barangay, municipality, province/city)		

**I. ENROLMENT**

**A. Enrolment in the Elementary Level by Age (as of August 31, 1995)**

Age	Grade Level													
	Preschool		1		2		3		4		5		6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
5 & Below														
6														
7														
8														
9														
10														
11														
12														
13 & Above														

**B. Enrolment in the Secondary Level by Age (as of August 31, 1995)**

Age	Year Level							
	I		II		III		IV	
	Male	Female	Male	Female	Male	Female	Male	Female
12 & Below								
13								
14								
15								
16								
17 & Above								

**C. Enrolment of Children in Especially Difficult Circumstances (CEDC) (as of August 31, 1995)**

If there are children in especially difficult circumstances (CEDC) enrolled in the school, indicate their number by grade/year level and by gender. RA 7610 identifies the CEDC as follows: (1) working children (WC), (2) street children (ST), (3) sexually exploited children (SEC), (4) children caught in armed conflict (CSAC) and (5) children belonging to cultural communities (CBCC). These enrolment figures should be included in the enrolment by level and by age.

Level	Grade/Year Level													
	Preschool		1/I		2/II		3/III		4/IV		5		6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
WC														
ST														
SEC														
CSAC														
CBCC														

**D. Gross Enrolment (as of August 31, 1995)**

Level	Grade/Year Level													
	Preschool		1/I		2/II		3/III		4/IV		5		6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Elementary														
Secondary														

**II. NUMBER OF CLASSES**

Level	Grade/Year Level							Multigrade
	1/I	2/II	3/III	4/IV	5	6		
<b>Elementary</b>								
Single session (half-day)								
Single session (whole day)								
Double-shift classes								
Triple-shift classes								
Mobile classes								
<b>Secondary</b>								
Single session								
Double-shift classes								
Triple-shift classes								

Prepared by:

Printed Name & Signature of School Head

Official Designation

## GUIDELINES FOR ACCOMPLISHING THE COMPREHENSIVE PUBLIC SCHOOLS CENSUS (COMPSCEN) FORMS

The first **Comprehensive Public Schools Census** is a baseline census of all public schools operating in the country. It is a census undertaken by the Department of Education, Culture and Sports (DECS) to obtain complete, reliable and updated school-level data on a variety of information areas.

The COMPSCEN Forms cover the following areas:

Form 1	Enrolment and Number of Classes
Form 2	Sites and Structures
Form 3	Teachers
Form 4	Desks and Chairs, Multi-Media, Office Automation, Sports Equipment, and Medical and Dental Services
Form 5	Textbooks

The COMPSCEN Forms shall be accomplished by the school heads/administrators of all government elementary and secondary schools. Three (3) copies of the forms shall be accomplished. One (1) copy shall be submitted directly to the Office of Planning Service on or before 30 April 1996 using the enclosed business reply envelope. The second copy shall be submitted to the Schools Division Superintendent and the third copy shall be retained in the school. In the case of schools reporting directly to the Regional Office, the same flow in the submission of the accomplished forms shall be followed.

### SPECIFIC INSTRUCTIONS

#### School Identification Data

- o The complete name of the school should be given. If its name was changed during the previous school year, the old name should be entered and enclosed in parenthesis after the current name.
- o The complete address of the school should be provided as well as the legislative district to which the school belongs.
- o The School ID No. should not be filled in.

#### Enrolment

- o No item should be left blank, instead, "zero or 0" or "not applicable (N/A)" should be written.
- o The enrolment figures in the elementary and secondary levels correspond to the total enrolment of the school as of August 31 and should be consistent with the data already reported in the Unified Data Gathering System (UDGS) Form for SY 1995-1996.



## PROFILE OF GOVERNMENT ELEMENTARY AND SECONDARY SCHOOLS SY 1995 – 1996

*Directions: This is the MIS of the school for basic information. You may use additional sheets, if necessary.*

REGION :	DIVISION :	DISTRICT:
NAME OF SCHOOL :	SCHOOL ID NO.:	
ADDRESS :	LEGISLATIVE DISTRICT:	
(street, barangay, municipality, province/city)		

### V. DESKS AND CHAIRS

#### A. Number of existing serviceable desks and chairs: (For Pupils/Students)

	1/I	2/II	3/III	4/IV	5	6
Desks (2-seater)						
Tablet chairs						

#### B. Number of existing serviceable desks and chairs: (For Teachers)

	1/I	2/II	3/III	4/IV	5	6
Desks						
Chairs						

### VI. MULTI-MEDIA (Learning)

Item	No. of Units	Condition (ENTER CODE)
Computers for instructions		
TV Set		
Video Player		
Cassette Player		
Others (Please specify.)		

### VII. OFFICE AUTOMATION

Item	No. of Units	Condition (ENTER CODE)
Computer		
Typewriter		
Photocopier		
Mimeographing Machine		
Sound System		
Telephone		
Fax		

### VIII. SPORTS EQUIPMENT

Item	No. of Units	Condition (ENTER CODE)
Basketball		
Volleyball		
Baseball		
Soccer		
Others (Please specify.)		

### IX. MEDICAL AND DENTAL SERVICES

Item	No. of Units	Condition (ENTER CODE)
First Aid Kit		
Others (Please specify.)		

**Codes for:**

<b>Condition</b>
1 Good, serviceable
2 Needs repair

**Prepared by:**

\_\_\_\_\_  
Printed Name & Signature of School Head

\_\_\_\_\_  
Official Designation