



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-032

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **CONDUCT OF FIND-A-CHILD SURVEY**

DATE: March 20, 2025

1. DepED Marinduque strongly supports the Department's mandate to ensure that all school – age children and out-of-school youth can access education to attain the Department's mission of developing lifelong learners.
2. The result of the 2025 Early Registration shows a significant discrepancy between the current school year enrolled learners and the projected registrants/enrollees for SY 2025-2026.
3. To ensure more reliable data and that no child is left behind mandated through the Department's *Education for All* (EFA) initiative, all schools are requested to conduct their respective Find-a-Child activity in their respective feeder barangays. This activity aims to:
 - a. identify and locate all children, youth and adults within a specific community especially in-coming Kindergarten learners, school-learners, learners with special education needs, and those who may be out-of-school youth and adults;
 - b. determine reasons for not attending schools, bring back school – leavers and encourage them to continue schooling;
 - c. improve and strengthen access to education; and
 - d. map out educational needs of children to address potential gaps and improve access to schooling.
4. To avoid disruption of classes and having the teacher – Find – a – Child (FAC) member to work during the mandatory teachers' break, all FAC – related survey activity shall be conducted within the period from May 19 – June 13, 2025 only.

/SGOD-SM&N-MMM



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4. Be guided by the Guidelines for the Conduct of Find-a-Child Survey found in Enclosure 1. Digital copy of such and its Annexes can be accessed through the link <https://tinyurl.com/find-a-child2025>. To prevent over-writing the original copy of the forms, please follow these steps:

- a. download the needed document to create offline versions of the forms;
- b. fully accomplish the forms;
- c. upload **Form B** only using the file name format "find_child(name of school) to the specified folder labeled with the District's name.
- d. **Form A** shall be consolidated per district and submit the same to the School Governance and Operations Division attn: Social Mobilization and Networking section.
- e. All Forms shall be submitted on or before **June 30, 2025**.

5. Wide and immediate dissemination of the contents of this Memorandum is desired.

GUIDELINES ON THE CONDUCT OF FIND-A-CHILD SURVEY

I. Rationale:

In 2015, the Department of Education embarked on an initiative to provide and ensure that all Filipinos are given equal opportunity to education in response to UNESCO's call for "functional literacy". Likewise, it is the ultimate goal of the Department to ensure that schools are managed effectively and that learners are in-school to achieve such drive. Along these premises, various other aspects must be considered to ensure that the three thematic areas are addressed - governance, quality and access. The latter enables all learners, be school-aged or out-of-school youths and adults, access basic education measured through enrolment data. To this end, Early Registration and *Oplan Balik Eskwela* are crucial activities.

Furthermore, the Department released a relevant issuance to provide guidelines in formulating the School Improvement Plan (SIP) and School Report Card (SRC) both as important elements on implementing School-Based Management (SBM) in the spirit of shared governance. The SIP mandates the conduct of Child Mapping activity labeled Find-a-Child Survey every 3 years wherein a new SIP cycle starts. As such, it is important that every child is found and is in school to ultimately increase participation rate, ensure that children are enrolled and if not, lay interventions which will encourage them to attend school. This includes organizing Find-A-Child Team and strategies in conducting child-mapping survey. This endeavor also ensures that all school-age children can access education to attain the Department's mission of developing life-long learners.

II. Scope

This policy shall provide guidelines that will assist schools and their stakeholders on the conduct of Find-a-Child Activity. This shall only be applied to all public elementary and secondary schools. This guideline includes Templates of the Find-a-Child Form that shall be filled out by the Find-A-Child (FAC) Team of the school and consolidated Find-A-Child Form that shall be accomplished by the district.

III. Objectives

This activity has the following aims:

- a. identify and locate all children within a specific community especially incoming Kindergarten learners, school-leavers, learners with special education need, and those who may be out-of-school;

- b. determine reasons for not attending schools, bring back school leavers, and encourage them to continue attendance;
- c. improve and strengthen access to education, and
- d. map out educational needs of children to address potential gaps and improve access to schooling.

IV. Definition of Terms

For clarity and consistency, the following frequently used terms and phrases in this document are construed:

- a. **Find-a-Child** - an activity being conducted through house-to-house survey aiming to account for all school-aged children and out-of-school youth in the community so called school's feeder - barangays.
- b. **Out-of-School Children (OSC)** – children aged four (4) to seventeen (17) years who will be mapped out as prospective learners under Basic Education System.
- c. **Out-of-School Youth (OSY)** - persons aged 18 and above who have not finished basic education and not attending school being mapped out as prospective learners under the Alternative Learning System.
- d. **Find-a-Child (FAC) Team** - a three-member group of teachers and other individuals such as Parent Teacher Association member and Barangay Council member who are in charge of conducting child - mapping activity in the community.

V. Policy Statement

Attainment of Education for All (EFA) and effective management of school are both carried out by enabling schools to accommodate and keep all school-aged children in school and invite out-of-school youths to attend schooling under alternative learning. Child Mapping Activity when taken seriously will not only account for all these children and youths but will also serve as of reaching them out to know deterring reasons for not being able to attend school and lay down possible remedies or interventions to encourage them back to school.

Along this premise, this policy was established to provide guidelines to schools in their child-finding and mapping activities through collaborative efforts with its community stakeholders.

VI. Child Mapping Procedures

For Schools

Partnership Strategies:



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1. Consider the situation of the catchment area. Identify the barangays from where the learners come. Consider these as feeder barangays.
2. Before proceeding to the house-to-house survey consider requesting a copy of the barangays' record of the barangay constituents bearing the information such as:
 - a. name of the head of the family;
 - b. name, age, and sex of his/her children;
 - c. name, age and sex of child/children other than his/her own;
 - d. other information such as impairment/disability, if any; and
 - e. current enrolment, including the school where they enrolled; and
 - f. future enrolment if applicable.
3. In case the record is not available or is not updated, only then that Remote or House-to-House Child Mapping survey shall be considered.
4. Organize Find-A-Child (FAC) Team. It's composition and members' terms of reference is found as Annex A of the Guidelines. The school may include its feeder barangays by inviting the Punong Barangay or its council member acting as Barangay Literacy Coordinating Council (BLCC) as a member of the team.

Tips:

- a. prepare a letter for meeting with the Barangay Council. Hand in the letter over personally, if possible;
 - b. have the letter received (with signature whether on a duplicate copy of the letter or through a log);
 - c. keep the signed receiving copy for filing;
 - d. prepare the minutes of every meeting conducted for the purpose.
5. In conducting the Remote or House-to-House Child Mapping survey:
 - a. the Council member identified as member of the FAC Team shall accompany the assigned teacher/s and shall ensure that safety and health protocols are strictly observed;
 - b. the assigned Council member shall sign the mapping form;
 - c. the school shall employ the best possible techniques so as not to incur to both parties any overhead cost in the conduct of this activity;
 - d. consider the safety of the FAC members' safety as the foremost concern. Terminate survey activities considering emerging safety and security concerns, if any.

Note: In special conditions, house-to-house mapping may not be necessary. The School Head may coordinate with the Barangay Council to lay plans to incorporate alternative platforms if actual/physical mapping is not possible considering local situation.

6. Remember to include not only school - aged children. The mapped non-school age individuals (the OSYs and Adults) may be referred to the Alternative Learning System.

7. Coordinate with nearby schools for possible duplication. It shall help validate gathered data.
8. If there is/are child/children living with the family, indicate if they tend to enroll.
9. Document all activities.
10. To obtain more meaning to the mapping-effort, prepare a proceeding to include not only tallies of the generated data but analysis of the hindrances to children's school participation. This will serve as basis for planning intervention under Adopt-a-School such as Adopt-a-Child project.

VII. RESPONSIBILITY OF THE SCHOOLS, DISTRICT AND SCHOOLS DIVISION OFFICE

1. The public elementary and secondary schools' heads are the prime movers of this activity. They have the following tasks:
 - a. monitor the conduct of the activity using the most appropriate and safest modality;
 - b. create their respective school's Find-A-Child Team (FAC) which is responsible in ensuring that child mapping form is completely filled out; and
 - c. ensure that child - mapping data are consolidated and the form for the purpose in completely filled out for reporting to the District Office.
2. The District Office shall consolidate reports submitted by the schools and submit the said as directed.
3. The School Governance and Operations Division - School Management and Monitoring (SMME) Section shall spearhead the monitoring of the project and in laying down strategies, if necessary, towards improvement of the project. The Planning and Research Section (PRS) shall serve as repository of relevant data as reference for planning purposes. The Social Mobilization and Networking (SM&N) Section shall serve as channel to the external stakeholders specially in the provincial and national levels and for laying down possible interventions for the mapped out OSCs and OSYs.

Feedback, monitoring and evaluation mechanisms shall be in place to ensure effective implementation of the project for continuous improvement. Any concern shall be addressed through email marinduque@deped.gov.ph or at telephone number (042) 754-0247.

VIII. EFFECTIVITY AND TRANSITORY PROVISIONS

This policy shall take effect immediately upon approval and shall remain in full force and effect unless sooner or later repealed, amended or rescinded. All previous issuances relative to this policy which are found in consistent are deemed superseded or modified accordingly.

IX. REFERENCES

DepEd Order 44, s. 2015 *“Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)”*

DepEd Order 3, S. 2018 *“Basic Education Enrollment Policy”*

DepEd Order No. 009, s. 2024 *“Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025”*

Annex 1 to the Guidelines on the Conduct of Child Mapping Survey

FIND-A-CHILD TEAM COMPOSITION AND TERMS OF REFERENCE

CHAIR	School Head
<p>TOR:</p> <ul style="list-style-type: none"> • Acts as overall steering committee head • Coordinates with the community and Barangay Council in planning for and in the conduct of the activity • Organizes the FAC Team • Orients the FAC Team on their roles and responsibilities and how the activity will be done 	
CO - CHAIR	Teacher Leader/Co - Chair of the Early Registration Team
<p>TOR:</p> <ul style="list-style-type: none"> • Assists the Chair in planning for and in the conduct of the activity • Takes over when the Chair is not available by answering queries and other related matters • Assists the Chair in Advocacy Campaign/Activity and does all the necessary coordination efforts • Oversees the preparation of needed consolidation reports 	
Secretariat	Secretariat Formed for Early Registration
<p>TOR:</p> <ul style="list-style-type: none"> • Consolidates the child mapping data gathered using the corresponding template (Annex 3) • Prepares and submits consolidated report to the District Office 	
Members	Teacher Member assigned per barangay and sitio
	PTA member
	Barangay Council Member Assigned in specific sitio
<p>TOR</p> <ul style="list-style-type: none"> • Conducts the child-mapping activity in the sitio level • Accomplishes the child mapping tool (Annex 2) • Submits accomplished tool to the Secretariat 	

Annex 2 of the Guidelines on the Conduct of Find-a-Child Survey
Form A

FIND-A-CHILD TOOL FOR OSCs AND OSYs

(To be accomplished by the FAC Team member)

Municipality: _____

Mapping Date: _____

Barangay: _____

Sitio: _____

Name of School: _____

Name of the Head of the Family: _____

Name of child/children	Gender		Age	Date of Birth	Birth certificate		Residence		Disability (pls specify)	Education				Future Enrolment			Remarks	
	F	M			Avail-able	Not available	Perma-nent	Temp orary		Grade/Level completed	Enrolled (Y/N)	If yes, specify school	If no, state reason for not studying	Planning to study this school year (Y/N)	If yes, where to enroll	If no, why not planning to enroll		

Note: Please use the most appropriate and the safest way yo gather the data for this template. All involved individuals are ordered to comply with the required health protocols and precautionary measures.

Prepared by:

Teacher Member
 (Signature over printed name)

PTA Member
 (Signature over printed name)

Barangay Council Member
 (Signature over printed name)

Attested:

Punong Barangay
 (Signature over printed name)

Approved:

School Head
 (Signature over printed name)

Annex 3 of the Guidelines on the Conduct of Child Mapping Survey

Form B

CONSOLIDATED FIND-A-CHILD DATA FORM

(To be accomplished by the School Head and can be encoded to prepare a soft copy for easy recording.)

Division _____ School Name _____ School Address _____

Name			Demographic Information			Residence		Disability (specify if any)	Educational Status				Enrollment			
Last	First	Middle	Age	Sex	Date of Birth	Permanent (/)	Temporary (/)		Grade/ year completed	Currently studying (Y/N)	If yes, specify school	If no, state reason for not studying	If in ADM specify type & in which school	Planning to enroll for SY 2025-2226	If yes, in which school to enroll	If no, state reason why not to enroll

Prepared by:

 School Head
 (Signature over printed name)

Approved:

 Public Schools District Supervisor
 (Signature over printed name)