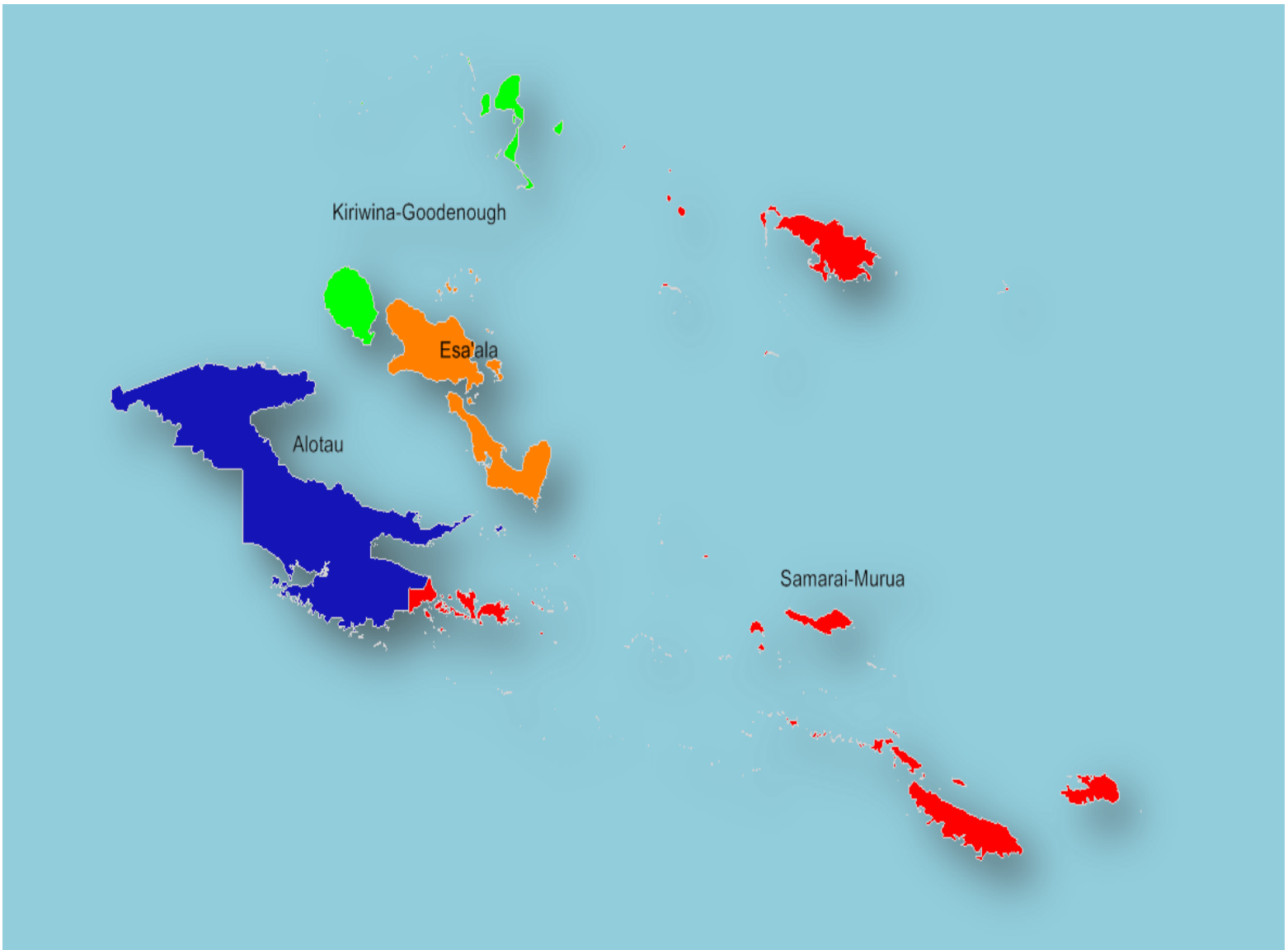


MILNE BAY ADMINISTRATION PROVINCIAL DIVISION OF EDUCATION

National School Census Data Verification Workshop- 17th – 21st August 2015 Alotau International Hotel



Milne Province District Borders



School Census Verification Report – 2015 Milne Bay Province

Introduction:

This report covered the school census exercise in Milne Bay Province - 2015. The whole census exercise included the production of forms, distribution, returns and quality check. The combine school census data verification started from 17th to 21st August, 2015 at Alotau International Hotel, Alotau – Milne Bay Province. The data verification was facilitated by Provincial Census Coordinator and attended by four District Education Administrators, Seven Standard Officers, ten Elementary Trainers and Provincial Education Officers.

Provincial Division of Education invited an EMIS officer under the provinces expense to observe the verification exercise. The superintendent operations, appointment officer, SPA Basic Education, School Finance Inspector lead by Provincial Education Advisor to assist in the week's program. The provincial coordinating team had comprised of the census coordinator and the data entry support staff.

Purpose:

The purpose of workshop is to;

- 1) Final count and calculate the response rate for each district,
- 2) Verify information supplied by the schools and its relevance
- 3) Correct or alter where necessary the information in the census forms,
- 4) District Officers to assess how well their schools perform in filling in the correct information in the sections of the school census forms
- 5) Identify issues that Head Teachers of the schools concern need to respond to
- 6) Be signed by Standard Officers and seal with the official stamp and signature of the Provincial Education advisor before entries into EMIS

Aim:

Milne Bay Province would like to ensure every section of the school census forms are thoroughly checked, corrected and signed before entries into EMIS commenced. The National Department of Education officer responsible for School Census and EMIS was invited to assess the whole school census verification exercise conducted in the Province.

Achievements:

1. The workshop was well organized and delivered by the Provincial Division of Education.
2. District participants are now aware and know that the first point of data verification and quality checks are at the district level before the census forms are sent to the province.
3. District participants are now able to go through the sections of the census forms and do verification.
4. District participants are now aware of the EMIS data base and figures or reports that they get for their districts are from EMIS and not from elsewhere.
5. District Response Rate:

District	Response	Comments
Esa'ala District	89%	
Kiriwina – Goodenough District	84%	
Samarai – Murua District	72%	Murua LLG yet to send forms to PHQ
Alotau District	68%	
Milne Bay	77%	

The specific activity in the final school census verification includes;

- a) Conference sitting arrangement – After the official opening remarks by the Provincial Education Advisor, the participants were organized to work in their specific districts.
- b) Response Rate – On day one (Monday 18th of August), the district participants with the assistance of support staff from provincial education office, had countered and calculated the response rate for each LLG and summary for the districts.
- c) Sections of Census Forms – Participants to understand the sections of the forms and ensure all sections are attended and correctly completed
- d) General Issues – Apart from the issues raised on the management and coordination of the whole exercise (*see issues below*), others were the questionnaire in the census form (*e.g: section 7 teacher highest qualification elementary sector*) and a check list of parts of the form need to be completed and reaffirmed attended to.

Challenges:

1. Training should be conducted before school census exercise
2. Poor supervision and lack of school base quality check causes unnecessary errors detected in final quality checks
3. Inefficiency in logistics for the distribution and returns due to insufficient funding
4. Late production and distribution of census forms to Provinces and further to districts
5. Out of the 156 schools that appeared to have inflated enrolments, most of the district participants argued that schools have expanded and figures provided are accurate, however standard officers have vowed to double check and a document will be put in place for schools that are affected submitted to NDoE.
6. Participants expressed their concern on the slow process of school registration and changes of school levels by GES which may be the result of the issue on hand.
7. EdNet connectivity is down and the provincial data officers were unable to input 2015 data in EMIS.

Suggestions on Improvement Solutions

1. Provincial Training to be conducted before the school census exercise
2. National Department of Education to decentralize the function of school census to Milne Bay to manage and coordinate directly with districts and cluster base Schools on;
 - Printing and duplication of school census forms on Milne Bay most convenient time (NDoE designed and improved)
 - Timely send forms to the Districts and other identified central distribution centers
 - Conduct Provincial Training, Provide technical & logistic support
 - Manage funds and
 - Support and coordinate local areas census exercise strategies

(Please refer to attachment below on provincial budgets, workshop daily activities and photos)

1. Provincial Management & Coordination:

a) Activity Plan:

- Milne Bay Provincial Division of Education had captured School Census as one of the high level activities in the annual activity plan.
- This activity had been planned in the first quarter as per the National Department of Education Calendar however; it had been deferred to later months due to the delays in the production and distribution of the School Census Forms by the National Department of Education.

- Milne Bay Provincial Education office planned the whole exercise in the 2nd and 3rd quarter of 2015 (*end of May to August -Please refer to the Master Schedule attached*).
- The delay of the production of the 2015 school census forms by National Education Office had caused Milne Bay to adjust its annual activities to cater for the census exercise spread out in the four months.

Insert: Extract of MBPA Divisional Quarterly Activity Plan (QAP)

14. Educ Monitor/Evaluate	1. PSSC Meeting	2x Meetings	100%	August-Sept	2,000	275	John Loilo	Curriculum/Inservice	
275-1100-3418	2. Education conference	Activity combine with PEP review	100%	June	-	275	John Loilo	PEP review 2015	
	3. Coordinate QAR/QAP	1x QAR/QAR submitted	100%	Sept	-	275	John Loilo	Monitoring tools	
	4. Tertiary Payment monitoring	1x Activity Expenditure Report	100%	August	-	275	John Loilo	K10,000/LLG+Prov HQ	
	5. School Census Returns	100% returns & verified for entries	100%	Agust	100,000	275	John Loilo		
	5. District Monitoring	Esa'ala & Rabaraba	100%	August-Sept	10,000	275	John Loilo		
	6. PEP/PPDP Plan Monitoring	Review PEP & Structure new plan	100%	August	120,000	275	John Loilo	Aligned to NEP outcomes	
	7. Divisional Forward year budget Estimate	TSC PE & Educ Functional	100%	July-Sept	15,000	275	John Loilo	Justification	
District Educ Function									
1. Alotau Education Cell	1. Grant Transfer	District Education Opearions	100%	July-Sept	66,666	275	M. Sale/Joilo	60% Funds transfr 2015	
275-1010-3413	2. Distict Report	1xDistrict report -2/2015	100%	Sept	-	0	M. Sale/Joilo	MPA requirement	
275-8100-3412									
2. Esa'ala Education Cell	1. Grant Transfer	District Education Opearions	0%	July-Sept	52,750	275	M. Sale/Joilo	60% Funds transfr 2015	
275-1020-3413	2. Distict Report	1xDistrict report -2/2015	100%	Sept	-	0	M. Sale/Joilo	MPA requirement	
275-8100-3412									
3. KG Education Cell	1. Grant Transfer	District Education Opearions	0%	July-Sept	52,750	275	M. Sale/Joilo	60% Funds transfr 2015	
275-1030-3413	2. Distict Report	1xDistrict report -2/2015	100%	Sept	-	0	M. Sale/Joilo	MPA requirement	

b) Budget:

- The provincial school census coordinating office with the support of Provincial Division of Education had taken the responsibility to allocate sufficient funding to cater for activities in;
- The production
- The distribution and returns and
- The Final quality check (verification) in the provincial headquarters

Table 1: The table below shows funding sources

Item Number	Item Description	Income Source	Amount (K & t)
01	Production and Duplication & Quality Check (Verification)	PGG 275-8100-3418 PDoE rollover	170,700.00
02	Distribution & Returns	Districts rollover & Recurrent	100,000.00
		-Esa'ala	20,000.00
		-Kiriwin - Goodenough	20,000.00
		-Alotau	30,000.00
		-Samara i- Murua	30,000.00
03	<u>Total Allocation</u>	<u>MBP</u>	<u>270,700.00</u>

Table 2: The table below shows planned Expenditure

Item Number	Item Description	Amount (K & t)
01	Production and Duplication	32,000.00
02	Distribution & Returns	100,000.00
	<i>District exercise & expenses</i>	20,000.00
		20,000.00
		30,000.00
		30,000.00
03	Quality Check (Verification)	138,700.00
04	<u>Total</u>	<u>270,700.00</u>

**Daily
Activities:**

<p>Monday 17th 7:45am-8am</p> <p>8am-8:15am 8:15am-8:30am</p> <p>8:30am-9am</p> <p>9am-10am</p> <p>10am-10:30am</p> <p>10:30am – 12noon</p> <p>12noon-1pm</p> <p>1pm-4pm 4pm-4:06</p>	<p>* Arrival & Settling in (Workshop venue) & registration</p> <p>* Word Sharing & Prayer * Official Opening</p> <p>* Theme & Response presentation (& Questions)</p> <p>* Induction on Quality Checks * Distribution of EMIS school data reports (School Information, Enrolment, Bank Account Details & 2015 forms)</p> <p>Tea/Coffee Break</p> <p>* Returns counting & Calculation of response rates</p> <p>Lunch Break</p> <p>* Verify details of schools & enrolments In-house announcements</p>	<p><u>PDoe (Prov Coord)</u></p> <p><u>JOSivelaki</u> <u>Mr. Roma Tuidam</u></p> <p><u>John Loilo</u></p> <p><u>PDoe (Prov Coord)</u></p> <p>AIH-catering</p> <p><u>PDoe/Districts</u></p> <p>AIH-Catering</p> <p><u>PDoe/Districts</u></p>	<p>Front Table: <u>John Loilo</u></p> <p>Daily Target</p> <ol style="list-style-type: none"> 1. Identify which school is yet to return census forms 2. Count of forms received against total number distributed
<p>Tuesday 18th 7:45am-8am</p> <p>8am-8:15am 8:15am-8:30am</p> <p>8:30am-10am</p> <p>10am-10:30am</p> <p>10:30am – 12noon</p> <p>12noon-1pm</p> <p>1pm-4pm</p> <p>4pm-4:06</p>	<p>* Arrival & Settling in (Workshop venue) & registration</p> <p>* Word Sharing & Prayer * Day's program adjust & Progress recap</p> <p>* Continue verify school enrolments against age distribution & cross check on increases</p> <p>Tea/Coffee Break</p> <p>* Verify Elementary data</p> <p>Lunch Break</p> <p>* Verify Elementary School data</p> <p>In-house announcements</p>	<p><u>PDoe (Prov Coord)</u></p> <p><u>Hezron Bogege</u> <u>John Loilo</u></p> <p><u>PDoe (Prov Coord)</u></p> <p>AIH-catering</p> <p><u>PDoe/Districts</u></p> <p>AIH-Catering</p> <p><u>PDoe/Districts</u></p>	<p>Front Table: <u>Makan Sale</u></p> <p>Daily Target</p> <ol style="list-style-type: none"> 1. Calculate response rates in LLGs & <u>Dist</u> 2. District presentation on <p>-current count and response rate</p> <p>- current number of forms checked</p> <p>- current number of schools with issues to attend to</p> <p>- current number of schools ready for SOs to sign</p> <p>- Highlight common issues</p>

Wednesday 19th 7:45am-8am	* Arrival & Settling in (Workshop venue) & registration	<u>PDoe (Prov Coord)</u>	Front Table: <u>Makan Sale</u>
8am-8:15am 8:15am-8:30am	* Word Sharing & Prayer * Days Program Adjust & Progress recap	<u>Linda Sailoia</u> <u>John Loilo</u>	Daily Target 3. District presentation on -Final count and response rate - Final number of forms checked - Final number of schools with issues to attend to - Final number of schools ready for SOs to sign - Issues & way forward
8:30am-10am	* Continue verify Elementary School data	<u>PDoe (Prov Coord)</u>	
10am-10:30am	Tea/Coffee Break	AIH-catering	
10:30am – 12noon	* Districts to assess schools performances in completing census forms	Districts teams	
12noon-1pm	Lunch Break	AIH-Catering	
1pm-4pm	* <u>NDoE</u> presentation on Census & EMIS * Presentation of District data	<u>Mr. Benard Miki</u> Districts teams	
4pm-4:06	In-house announcements		

Thursday 20th 7:45am-8am	* Arrival & Settling in (Workshop venue) & registration	<u>PDoe (Prov Coord)</u>	Front Table: <u>John Loilo</u>
8am-8:15am 8:15am-8:30am	* Word Sharing & Prayer * Days Program Adjustment	<u>Linda Sailoia</u> <u>John Loilo</u>	Daily Target: -PEA to sign and Stamp all forms -Triplicate signed & stamped census forms
8:30am-10am	* District presentation continue	<u>Mr. Sale</u>	
10am-10:30am	Tea/Coffee Break	AIH-catering	
10:30am – 12noon	* School Census verification continues & Districts to assess schools performances in completing census forms	<u>John Loilo</u>	
12noon-1pm	Lunch Break	AIH-Catering	
1pm-2pm	* PEP Introduction presentation Sections of Plan	PEA – <u>Mr. Tuidam</u>	
2pm-4pm	Standard Officers Activities (MBP)	<u>Foimae</u>	
4pm-4:06	In-house announcements	<u>John Loilo</u>	

Friday 21 st 7:45am-8am	* Arrival & Settling in (Workshop venue) & registration	<u>PDoE (Prov Coord)</u>	Front Table: <u>Makan Sale</u> Note: 1. Copies of census forms 2. District consultation schedules
8am-8:15am 8:15am-8:30am	* Word Sharing & Prayer * Days Program Adjust & Progress recap	Melchior Samson John <u>Loilo</u>	
8:30am-10am	* PEP section 4 & 5 progress & Consultation Plan	<u>PDoE (Prov Coord)</u>	
10am-10:30am	Tea/Coffee Break	AIH-catering	
10:30am-11:30am	* Elementary Training	<u>Loguduwa M</u>	
11:30am – 12:30noon	* School Census feedback	<u>JLoilo</u>	
12noon-1pm	Lunch Break & Official Closing of program	AIH-Catering	

(Find attached below workshop photos)



Provincial Education Advisor Mr. Roma Tuidam talking to the participants



Provincial School Census Coordinator Mr. John Loilo and EMIS Officer Mr. Bernard Miki: responding to participants queries



EMIS Officer Mr. Bernard Miki making a presentation on data verification and quality check guidelines



Esa'ala District: National School Census data verification Team



Alotau District: National School Census data verification Team



Samarai – Murua District: National School Census data verification

Team



Kiriwina – Goodenough District: National School Census data verification Team

Compiled by

Bernard Miki

Data Quality & Analyst Officer – Momase Region