



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : **The Regional Executive Directors**
Regions 1-13, CAR, NCR, CALABARZON and MIMAROPA

ATTN : **CSS Focal Persons**

FROM : **The Director**
Knowledge and Information Systems Service and
Chair, Client Satisfaction Committee

SUBJECT : **SPOT-CHECKING/ VALIDATION OF THE RANDOMLY
SELECTED CLIENT SATISFACTION SURVEY
ENCODED DATA IN SURVEY123**

DATE : **December 9, 2020**

As part of the data quality assurance in the conduct of the 2020 DENR Client Satisfaction Survey, the Statistics and Data Resource Management Division (SDRMD) of the Knowledge and Information Systems Service (KISS) shall conduct data quality checks, spot-checking of entries, and data validation on randomly selected questionnaires encoded in the Survey123. The data quality team shall cross-match the paper form questionnaires with the encoded data. For each office, two (2) randomly selected questionnaires were chosen and identified using the client's unique control number. For the complete lists of samples for data quality checks assigned per office, please see the attachment.

In this regard, may we request the CSS focal person per office (Regional Office, PENRO, CENRO) to scan the accomplished paperform questionnaire corresponding to the control number provided in the list and send the scanned form or electronic copy of the forms to your respective Regional CSS Focal Person. The Regional Focals shall consolidate the e-copies and submit them to SDRMD at sdrmd@denr.gov.ph on or before **December 18, 2020**. Only consolidated e-copies per Region will be accepted.

For further query or clarification, please contact SDRMD at sdrmd@denr.gov.ph.

For your information and appropriate action, please.


MARIA ELENA A. MORALLOS MANILA

encls: a/s
cc. : SCIS Director

MEMO NO. 2020-652