

# Respondent User Guides

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# DepEd Monitoring Mobile App User Guide

## 1. Installing the DepEd Monitoring Mobile App

You can find and download the installer at [mobileapp.deped.gov.ph](http://mobileapp.deped.gov.ph).



## 2. User Login and Password Reset

### 2.1 Login via Pre-Approved Email

The previous version of the DepEd Monitoring mobile app allowed users to sign up for account registration. Users who were able to sign up and were pre-approved can login directly to the

mobile app by clicking the **Sign In** button and login using their pre-approved email and a personal password they set after approval of their account registration.

If user cannot remember or retrieve their email, click on **Forgot password?** to redirect you to the forgot password page. Enter your pre-approved email address and click on **Send me reset password instructions**. Check you email for reset password instructions from DepEd Mobile App Mailer. Click on **change my password** to redirect you to the change password page. Nominate a new password and make sure to take note of your new password.

## 2.2. Login via DepEd Commons

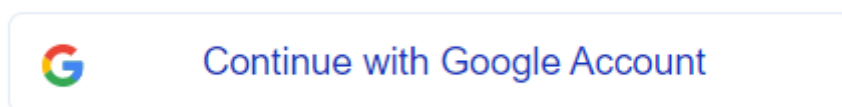
If you already have an account in DepEd Commons, you may use it to login to the DepEd Monitoring Mobile app.

Step 1. On the login page of the DepEd Monitoring Mobile app, click "**Sign in with DepEd Commons**". You will be redirected to the login page of DepEd Commons for teachers.

Step 2. You have three ways to login:

- a. Click Continue with Commons Account. Enter DepEd Commons activated login credentials on the form. (You must have an activated DepEd Commons account after confirming your Office 365 email address)
- b. Sign in with Google (GSuite, DepEd Gmail)

Step 1. Click the Continue with Google button.



Step 2. Enter my GSuite/DepEd Gmail account and click Next.

## Sign in

to continue to [deped.gov.ph](https://deped.gov.ph)

Email or phone

[Forgot email?](#)

[Create account](#)

Next

Step 3. Enter my GSuite/DepEd Gmail account password and click Next. You will be redirected to the DepEd Commons homepage.

## Welcome



mobileapps.ios@deped.gov.ph

Enter your password

.....



Show password

[Forgot password?](#)

Next

c. Sign in with Microsoft (Office 365, deped.gov.ph email)

Step 1. Click the Continue with Microsoft button.



Continue with Microsoft Account

Step 2. Select Tenant and click the Sign In button.

## Select Tenant

NCR-1



Cancel



Sign in

Step 3. Enter my O365 email. Click Next.



## Sign in

username@ncr1.deped.gov.ph

[Can't access your account?](#)

Next

Step 4. Enter the password to my O365 account. Click Sign In.



← lms.teacherdemo@ncr1.deped.gov.ph

## Enter password

Password

[Forgot my password](#)

Sign in

Follow the prompts to authenticate and authorize DepEd Commons to use Google or Microsoft sign-in to login. After a successful login, you will now be redirected to the DepEd Monitoring Mobile app

homepage.

## 2.3 Change Password

Once logged in to the mobile app, you may reset your in app password. Click on the 

### Login as DepEd Personnel

icon and click **Change Password** to nominate a new password. This password can only be used if you sign un directly to the mobile app. [Go back to user selection](#)

Changing password will not change your DepEd Commons password or your .deped.gov.ph Gmail/o365 passwords.

## 3. Memoranda

In this section, you can view all the memos and guides issued by DepEd. [Login to Commons Account >](#)

## 4. Surveys/Trackers

The facilities tracker is a reporting tool where you can submit information specifically about the use of school facilities in this crisis situation. In this section, you can see all the questionnaires that are assigned to you. Each questionnaire has labels that indicate whether it is a survey or a tracker, its submission type, and its delivery status. As a reminder, ensure that before responding to each point, carefully read each question/statement and be timely and accurate with the information.

To know more about each label, tap the "**What's this**" button at the bottom of the homepage of the mobile app.

### Survey / Tracker

Records one entry per user.

#### 4.1. Responding to Questionnaires

- Survey** Modifications/updates allowed if indicated.
- Tracker** Accepts multiple submissions. Choose from the list of questionnaires available to you. Typically used for progress reports.

### Resubmission

**Revisions Allowed** You can change your answers

Step 2. Fill out the form. Some questions require only one response, while others allow you to select more than one.

Make sure to answer all the required questions, which are marked by an asterisk (\*).

Step 3. Upon reaching the end of the questionnaire, click the **Submit** button.

Step 4. The mobile app will display your responses for you to review them. If you are satisfied with your answers, click on the **Proceed** button. If you wish to change your responses, click on the **Edit** button and update your responses. Repeat Step 3.

You will know if your response has been successfully saved and submitted if you are able to see this prompt:



# Guide for Answering Surveys (for Teachers, Parents or Guardians)

## 1. Respondent information

The URL for the surveys is at <http://mobileapp.deped.gov.ph/questionnaires>.

Step 1. Select **Magulang o tagapag-alaga (Parent / Guardian)** or **Guro (Public School and Private School Teacher)**.

Step 2. Write your full name. (optional)

Step 3. Select the type of your school, if it is a **private** or a **public** school.

Step 4. Search for the school of your child, or the school where you are currently affiliated with, if you are answering as a parent or teacher respectively.

- For easier search, you may use the **School ID**.

Pangalan ng Paaralan

Can't find school, try 6 letters maximum.

Ex; instead of typing *Cupang National High School*, type *Cupang*

125023

Gumpungan Elementary School (125023) - GUMPINGAN - DUMINGAG - Region IX - Zamboanga del Sur

- If you do not know the School ID, you may search using the **first three (3) letters of the name of the school**. A list of schools will be displayed to you. You may type more letters to shorten the list.



Pangalan ng Paaralan

Can't find school, try 6 letters maximum.

Ex; instead of typing *Cupang National High School*, type *Cupang*

cal

Calao-Calao ES (126343) - CALAOCALAO - DON CARLOS - Region X - Bukidnon

Cala-Cala ES (127606) - COGON - BALINGASAG - Region X - Misamis Oriental

Calong-Ongan ES (113808) - CALONGONGAN - PIO V. CORPUZ (LIMBUHAN) - Region V - Masbate

Cala-agus ES (115588) - CALA-AGUS - MAMBUSAO - Region VI - Capiz

Cal-owan Agricultural Vocational National High School (305201) - AMMACIAN - PINUKPUK - CAR - Kalinga

Caloc-an ES (131482) - CALOC-AN - MAGALLANES - CARAGA - Agusan del Norte

Do not type the FULL NAME of your school. Some schools with "Elementary School" or "National School" on their names are encoded as "ES" or "NS". Just type a word or two to look for the school.

Example: "Calamigan Elementary School" is encoded as "Calamigan ES", so if you type the full name, it will not be displayed on the results. Try searching using "Calamigan" only.

If you still cannot find your school, kindly send an email to [deped-support@intelimina.com](mailto:deped-support@intelimina.com) regarding your issue, and wait for a reply. On your email, include the following information:

Region

Division

Town or Municipality

Barangay

Sitio (N/A if not applicable)

Complete Address

Complete School Name

School ID

School Type (Public / Private)

Step 5. To proceed to the survey, you must read the note and check the box to signify that you have read and agree with it.

Step 6. Click "Magpatuloy".

☐ Nauunawaan ko ang layunin ng survey na ito at ako ay sumasang-ayong sagutan ito.

Magpatuloy

## 2. Responding to Survey

Step 1. Choose from the list of surveys available to you.

**Mga survey na maaari mong sagutan.**

Learning Continuity and Safe School Operations Survey (for parents/guardians) in Filipino

Learning Continuity and Safe School Operations Survey (for parents/guardians)

Step 2. Fill out the survey. Some questions require only one response while the other questions allow you to select more than one response.

- The **Others** option, allows you to write your responses that are not available in the choices. Kindly type in your response in the **textbox** provided.

☐ Others, please type in the textbox

Textbox

Step 3. Upon reaching the end of the survey, click on the **Review** button to have a glimpse of your responses before you hit submit. You will see your responses highlighted.

Step 4. If you are satisfied with your responses, click on the **Submit** button.

If you wish to change your responses, click on the **Edit** button and update your responses.  
Repeat Step 3.

You will know if your response has been successfully saved and submitted if you are able to reach this page:

Thank you for taking time in responding to our questionnaire. This will greatly help DepEd to advance our Learning Continuity Plan.

# Guide for Answering Surveys (for Learners)

## 1. Respondent information

The URL for the surveys is at <https://mobileapp.deped.gov.ph/learnerssurvey>.

Step 1. Write your full name. (optional)

Step 2. Select the type of your school, if it is a **private** or a **public** school.

Step 3. Search the name of your school.

- For easier search, you may use the **School ID**.

Pangalan ng Paaralan

Can't find school, try 6 letters maximum.

Ex; instead of typing *Cupang National High School*, type *Cupang*

125023

Gumpungan Elementary School (125023) - GUMPINGAN - DUMINGAG - Region IX - Zamboanga del Sur

- If you do not know the School ID, you may search using the **first three (3) letters of the name of the school**. A list of schools will be displayed to you. You may type more letters to shorten the list.

Pangalan ng Paaralan

Can't find school, try 6 letters maximum.

Ex; instead of typing *Cupang National High School*, type *Cupang*

cal

Calao-Calao ES (126343) - CALAOCALAO - DON CARLOS - Region X - Bukidnon

Cala-Cala ES (127606) - COGON - BALINGASAG - Region X - Misamis Oriental

Calong-Ongan ES (113808) - CALONGONGAN - PIO V. CORPUZ (LIMBUHAN) - Region V - Masbate

Cala-agus ES (115588) - CALA-AGUS - MAMBUSAO - Region VI - Capiz

Cal-owan Agricultural Vocational National High School (305201) - AMMACIAN - PINUKPUK - CAR - Kalinga

Caloc-an ES (131482) - CALOC-AN - MAGALLANES - CARAGA - Agusan del Norte

Do not type the FULL NAME of the your school. Some schools with "Elementary School" or "National School" on their names are encoded as "ES" or "NS". Just type a word or two to look for the school.

Example: "Calamigan Elementary School" is encoded as "Calamigan ES", so if you type the full name, it will not be displayed on the results. Try searching using "Calamigan" only.

If you still cannot find your school, kindly send an email to [depd-support@intelimina.com](mailto:depd-support@intelimina.com) regarding your issue, and wait for a reply. On your email, include the following information:

Region

Division

Town or Municipality

Barangay

Sitio (N/A if not applicable)

Complete Address

Complete School Name

School ID

School Type (Public / Private)

Step 4. To proceed to the survey, you must read the note and check the box to signify that you have read and agree with it.

Step 5. Click "Magpatuloy".

☐ Nauunawaan ko ang layunin ng survey na ito at ako ay sumasang-ayong sagutan ito.

Magpatuloy

## 2. Responding to Survey

Step 1. Choose from the list of surveys available to you.

**Mga survey na maaari mong sagutan.**

Learning Continuity and Safe School Operations Survey (for parents/guardians) in Filipino

Learning Continuity and Safe School Operations Survey (for parents/guardians)

Step 2. Fill out the survey. Some questions require only one response while the other questions allow you to select more than one response.

- The **Others** option, allows you to write your responses that are not available in the choices. Kindly type in your response in the **textbox** provided.

☐ Others, please type in the textbox

Textbox

Step 3. Upon reaching the end of the survey, click on the **Review** button to have a glimpse of your responses before you hit submit. You will see your responses highlighted.

Step 4. If you are satisfied with your responses, click on the **Submit** button.

If you wish to change your responses, click on the **Edit** button and update your responses.  
Repeat Step 3.

You will know if your response has been successfully saved and submitted if you are able to reach this page:

Thank you for taking time in responding to our questionnaire. This will greatly help DepEd to advance our Learning Continuity Plan.

