Respondent User Guides

- DepEd Monitoring Mobile App User Guide
- Guide for Answering Surveys (for Teachers, Parents or Guardians)
- Guide for Answering Surveys (for Learners)

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**.



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.

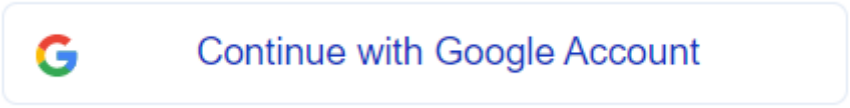
Step 1. On the login page of the DepEd Monitoring Mobile app, click "**Sign in with DepEd Commons**". You will be redirected to the login page of DepEd Commons for teachers.

Step 2. You have three ways to login:

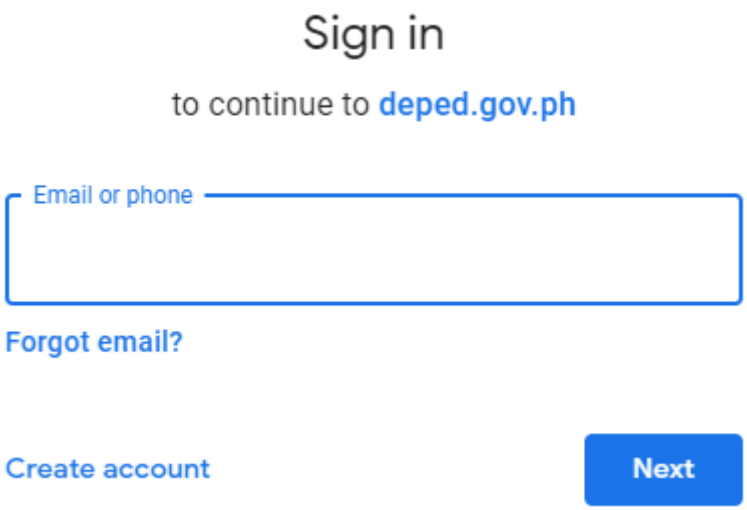
a. Click Continue with Commons Account. Enter DepEd Commons activated login credentials on the form. (You must have an activated DepEd Commons account after confirming your Office 365 email address)

b. Sign in with Google (GSuite, DepEd Gmail)

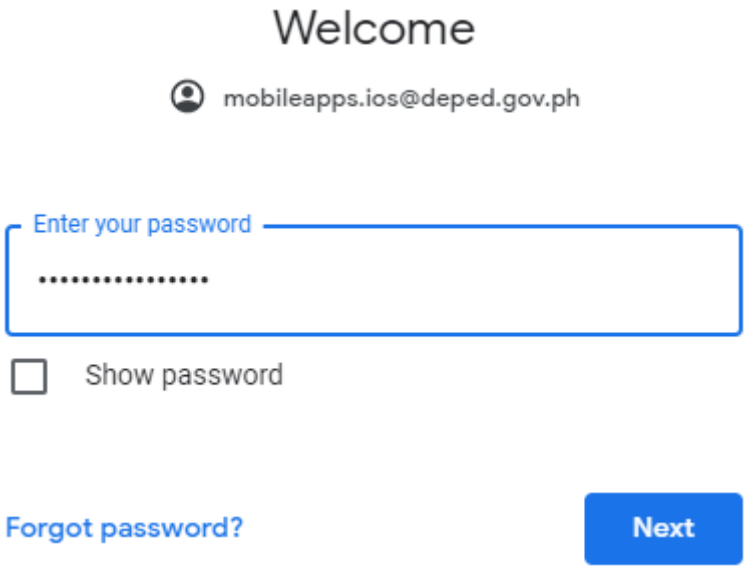
Step 1. Click the Continue with Google button.



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



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

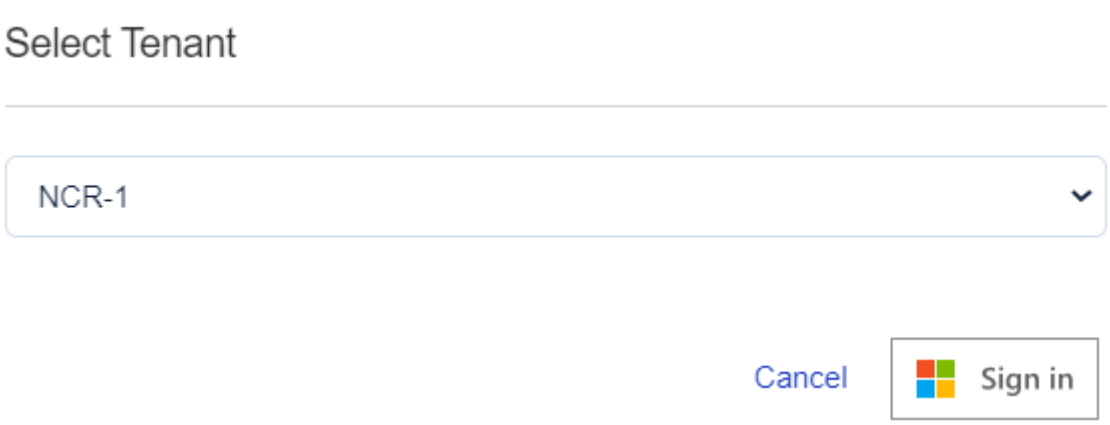


c. Sign in with Microsoft (Office 365, deped.gov.ph email)

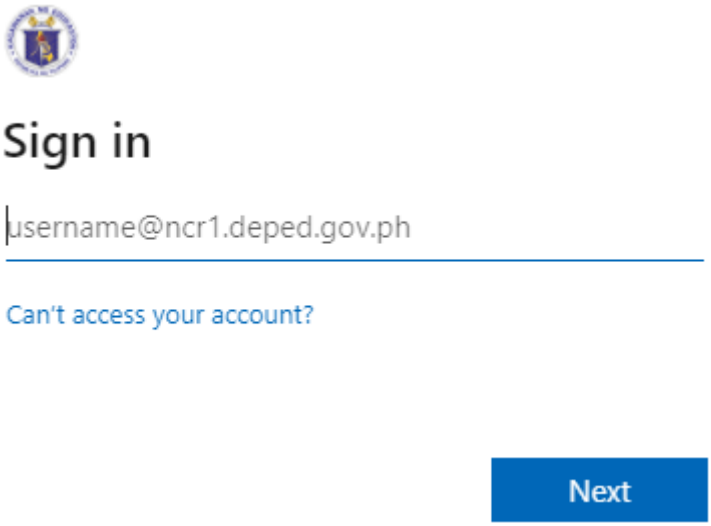
Step 1. Click the Continue with Microsoft button.



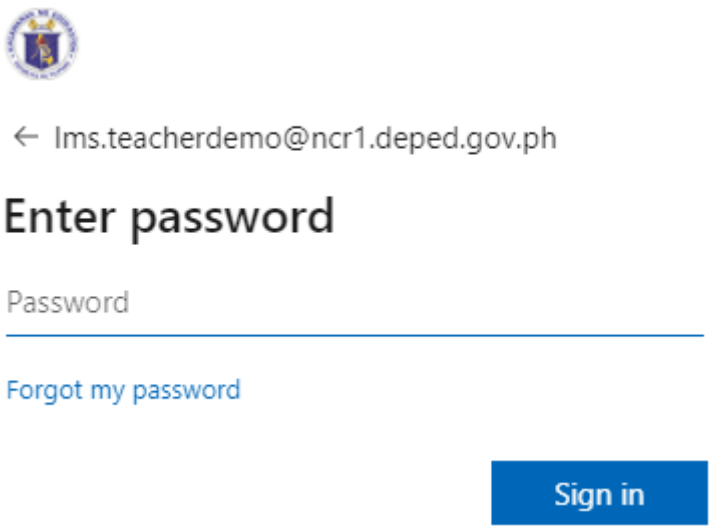
Step 2. Select Tenant and click the Sign In button.



Step 3. Enter my O365 email. Click Next.



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

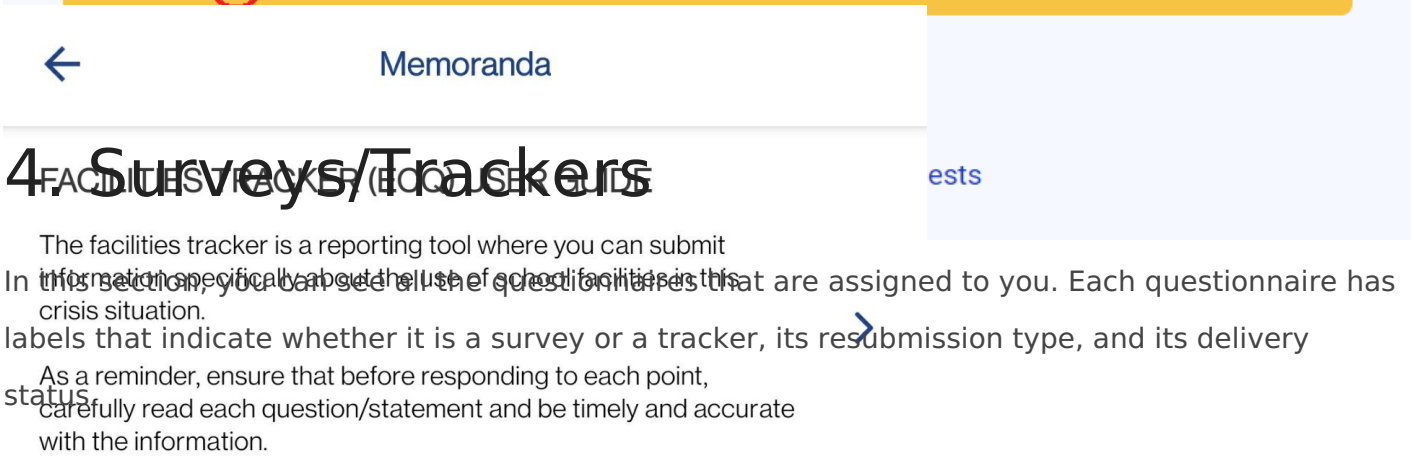
homepage.

2.3 Change Password

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

3. Memoranda

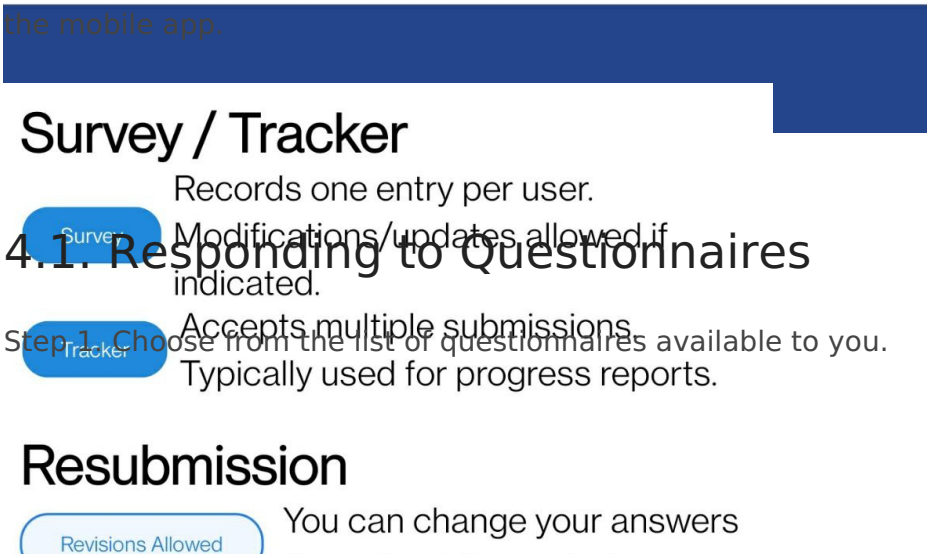
In this section, you can view all the memos and guides issued by DepEd.



4. Surveys/Trackers

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 resubmission type, and its delivery status.

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



4.1. Responding to Questionnaires

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

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**.

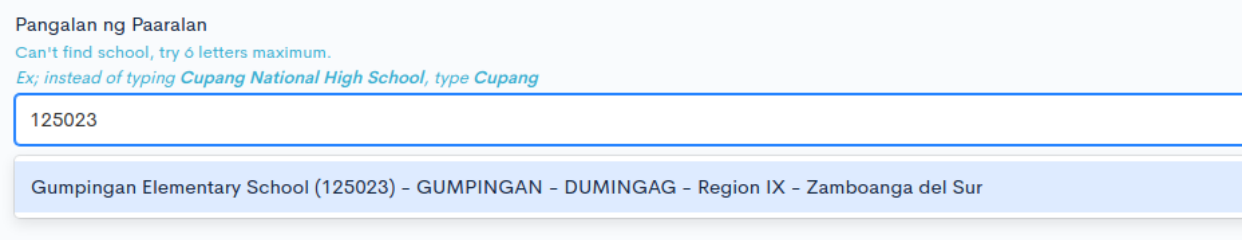
Step 1. Select **Magulang o tagapag-alaga (Parent / Guardian)** or **Guro (Public School and Private School Teacher)**.

Step 2. Write your full name. (optional)

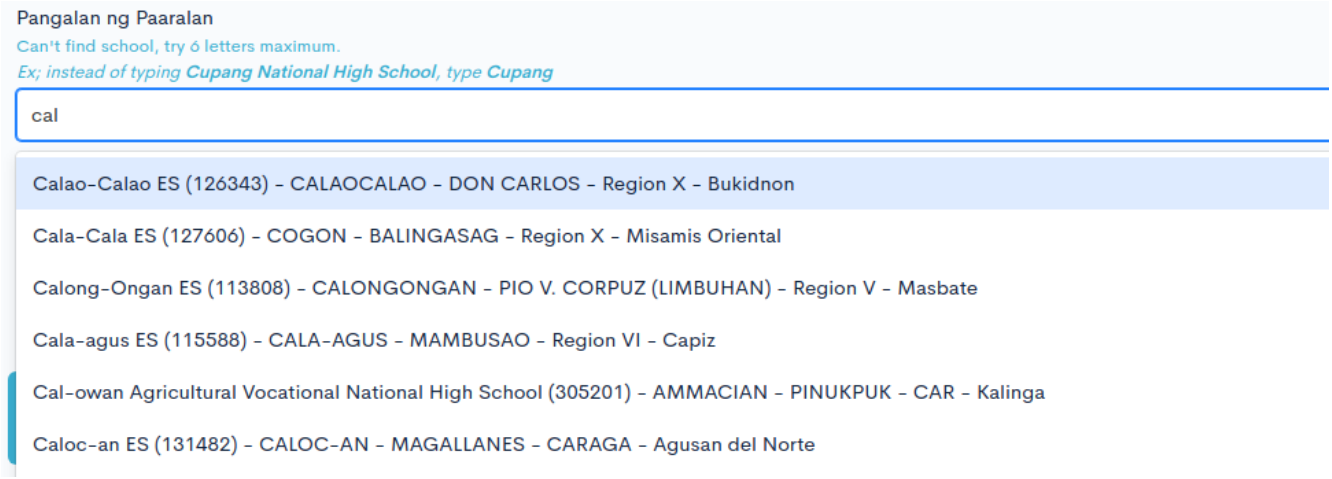
Step 3. Select the type of your school, if it is a **private** or a **public** school.

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**.



- 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.



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.

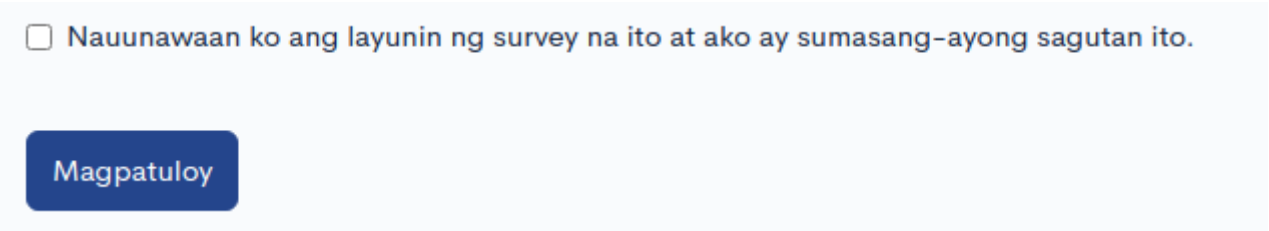
Example: "Calamigan Elementary School" is encoded as "Calamigan ES", so if you type the full name, it will not be displayed on the results. Try searching using "Calamigan" only.

If you still cannot find your school, kindly send an email to deped-support@intelimina.com 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)

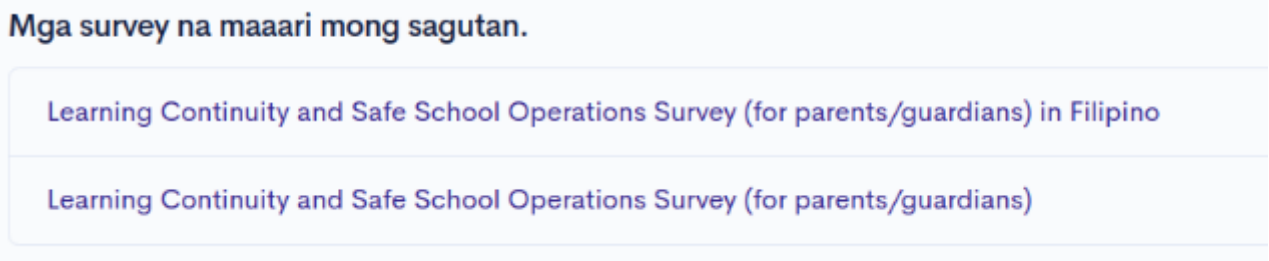
Step 5. To proceed to the survey, you must read the note and check the box to signify that you have read and agree with it.

Step 6. Click "Magpatuloy".



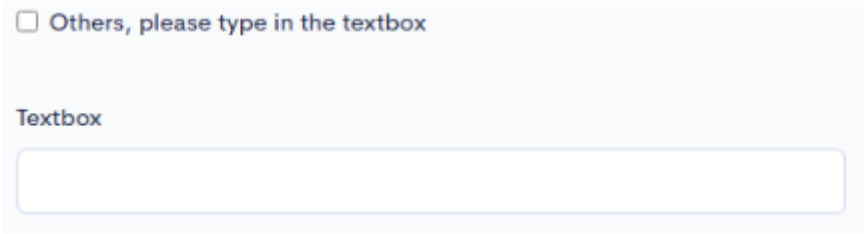
2. Responding to Survey

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



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.

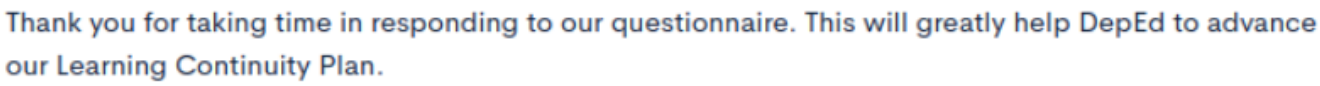


Step 3. Upon reaching the end of the survey, click on the **Review** button to have a glimpse of your responses before you hit submit. You will see your responses highlighted.

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:



Guide for Answering Surveys (for Learners)

1. Respondent information

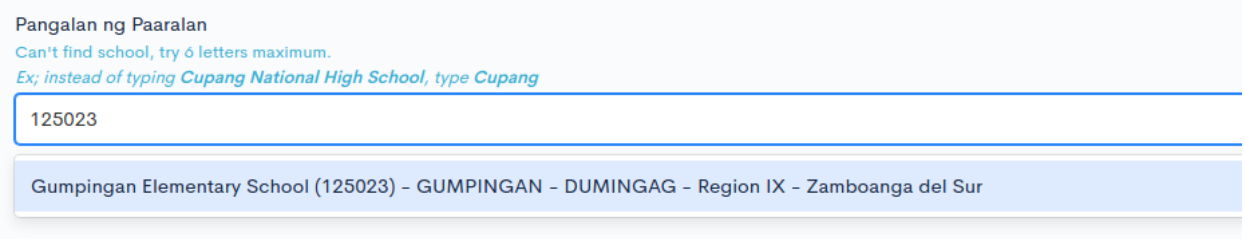
The URL for the surveys is at https://mobileapp.deped.gov.ph/learnerssurvey.

Step 1. Write your full name. (optional)

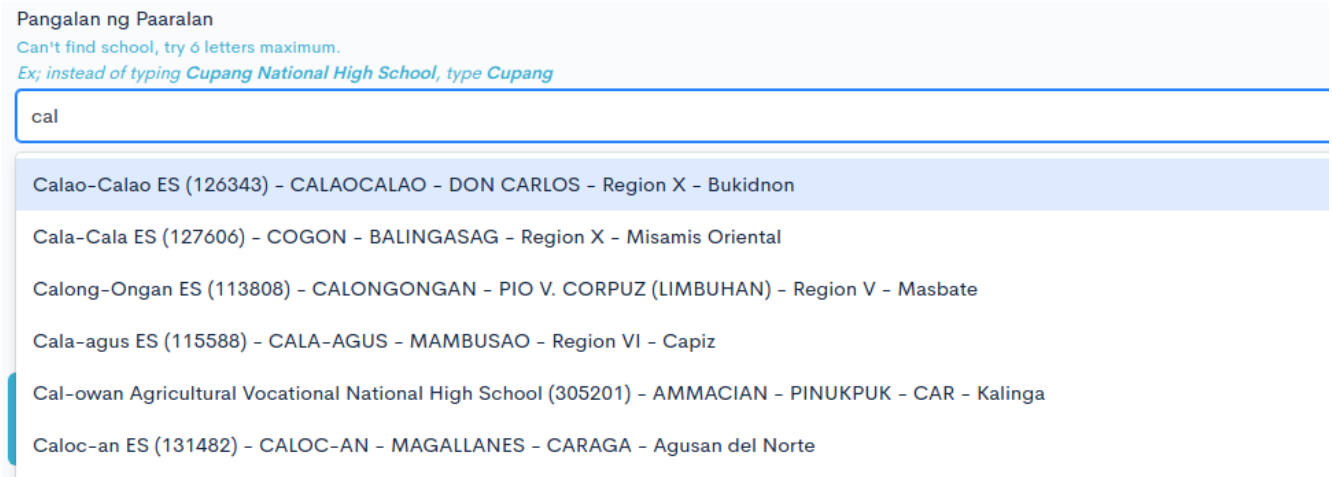
Step 2. Select the type of your school, if it is a **private** or a **public** school.

Step 3. Search the name of your school.

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



- 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.



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.

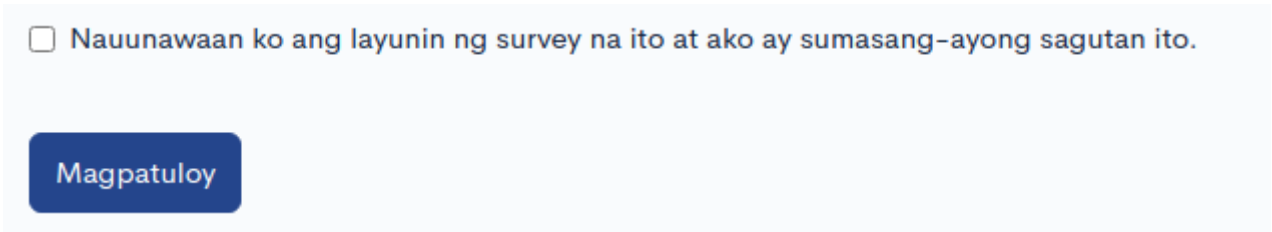
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If you still cannot find your school, kindly send an email to deped-support@intelimina.com regarding your issue, and wait for a reply. On your email, include the following information:

Region
Division
Town or Municipality
Barangay
Sitio (N/A if not applicable)
Complete Address
Complete School Name
School ID
School Type (Public / Private)

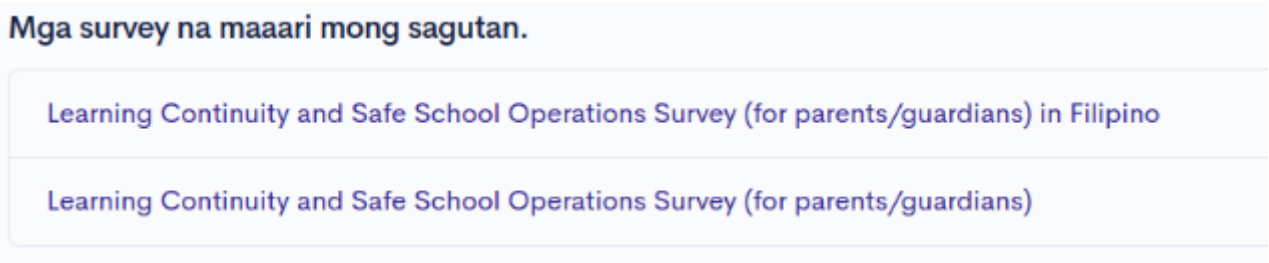
Step 4. To proceed to the survey, you must read the note and check the box to signify that you have read and agree with it.

Step 5. Click "Magpatuloy".



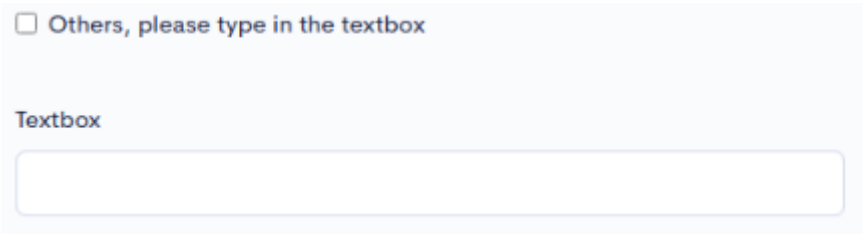
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> If you wish to change your responses, click on the **Edit** button and update your responses. Repeat Step 3.

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