



## The National Catechetical Study (NCS) 2021: Pastoral Action Research and Intervention (PARI) Project

A project of the *Catholic Bishops' Conference of the Philippines (CBCP)* –  
*Episcopal Commission on Catechesis and Catholic Education (ECCCE)*  
and the *UST Research Center for Social Sciences and Education (RCSSSED)*



### STUDYING CATECHETICAL FORMATION PROGRAMS (SCFP)

#### ARCHIVAL HISTORICAL DATA TOOL (AHDT)

Dear Participant,

You are selected to assist in gathering archival historical documents for the pastoral researches, *Studying Catechetical Formation Programs (SCFP)* and *Studying Catechetical Human Resources (SCHR)* of the *National Catechetical Study (NCS) 2021: Pastoral Action Research and Intervention (PARI) Project*. This guide asks on the following:

1. Archival Historical data of your catechetical formation program; and
2. Your sociodemographic profile.

The archival historical data from your catechetical formation program will help us in understanding the Philippine catechetical scene in order to implement research-based intervention activities toward a relevant and meaningful catechetical ministry (CM) in the country. Our hope is that this study will generate educative opportunities for new modes of catechesis and evangelization in the Philippines.

The guide contains 27 main items and sub-items. This is voluntary and you may stop at any given time.

Be assured that all information shared in the data that you will provide will only be used for research purposes. The final research results will be reported and will be made available in 2021.

If you have any questions or concerns regarding this visual data gathering, please contact:

**Prof. Clarence M. Batan, PhD**  
*NCS 2021: PARI Project Principal Investigator*  
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Email: [cmbatan@ust.edu.ph](mailto:cmbatan@ust.edu.ph)

**The NCS 2021: PARI Project Research Team**  
Phone: +63-2-8786-1611 loc. 4092  
Email: [ncs2021pariproject@gmail.com](mailto:ncs2021pariproject@gmail.com)

Sincerely,

**NCS 2021: PARI Project Research Team**

## ***CONSENT TO PARTICIPATE***

*Please check the boxes below for your agreement to partake in this research project.*

**Statement of Consent**

I have read the above description of *Studying Catechetical Formation Programs (SCFP) Studying Catechetical Human Resources (SCHR)* archival historical documents guide and understood the purpose of the study. I have been assured that any questions or clarifications will be answered by the members of the *NCS 2021: PARI Project Research Team* and/or the assigned enumerator.

**Consent**

I agree to voluntarily participate in this action research project.

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Signature of Research Participant/Respondent

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Date

## ECCLESIASTICAL PROVINCE (EP) & ECCLESIASTICAL TERRITORY (ET) INDICATORS

In what (1.) *Ecclesiastical Province (EP)* and (1.1) *Ecclesiastical Territory (ET)* do you belong to?

<input type="checkbox"/> <b>EP CACERES</b> <input type="checkbox"/> Archdiocese of Caceres <input type="checkbox"/> Diocese of Daet <input type="checkbox"/> Diocese of Legazpi <input type="checkbox"/> Diocese of Libmanan <input type="checkbox"/> Diocese of Masbate <input type="checkbox"/> Diocese of Sorsogon <input type="checkbox"/> Diocese of Virac	<input type="checkbox"/> <b>EP JARO</b> <input type="checkbox"/> Archdiocese of Jaro <input type="checkbox"/> Diocese of Bacolod <input type="checkbox"/> Diocese of Kabankalan <input type="checkbox"/> Diocese of San Carlos <input type="checkbox"/> Diocese of San Jose de Antique	<input type="checkbox"/> <b>EP NUEVA SEGOVIA</b> <input type="checkbox"/> Archdiocese of Nueva Segovia <input type="checkbox"/> Apostolic Vicariate of Bontoc-Lagawe <input type="checkbox"/> Diocese of Baguio <input type="checkbox"/> Diocese of Bangued <input type="checkbox"/> Diocese of Laoag
<input type="checkbox"/> <b>EP CAGAYAN DE ORO</b> <input type="checkbox"/> Archdiocese of Cagayan de Oro <input type="checkbox"/> Diocese of Butuan <input type="checkbox"/> Diocese of Malaybalay <input type="checkbox"/> Diocese of Surigao <input type="checkbox"/> Diocese of Tandag	<input type="checkbox"/> <b>EP LINGAYEN-DAGUPAN</b> <input type="checkbox"/> Archdiocese of Lingayen-Dagupan <input type="checkbox"/> Diocese of Alaminos <input type="checkbox"/> Diocese of Cabanatuan <input type="checkbox"/> Diocese of San Fernando (La Union) <input type="checkbox"/> Diocese of San Jose (Nueva Ecija) <input type="checkbox"/> Diocese of Urdaneta	<input type="checkbox"/> <b>EP OZAMIZ</b> <input type="checkbox"/> Archdiocese of Ozamiz <input type="checkbox"/> Diocese of Dipolog <input type="checkbox"/> Diocese of Pagadian <input type="checkbox"/> Prelature of Marawi <input type="checkbox"/> Diocese of Iligan
<input type="checkbox"/> <b>EP CAPIZ</b> <input type="checkbox"/> Archdiocese of Capiz <input type="checkbox"/> Diocese of Kalibo <input type="checkbox"/> Diocese of Romblon	<input type="checkbox"/> <b>EP LIPA</b> <input type="checkbox"/> Archdiocese of Lipa <input type="checkbox"/> Apostolic Vicariate of Calapan <input type="checkbox"/> Apostolic Vicariate of San Jose (Occidental Mindoro) <input type="checkbox"/> Diocese of Boac <input type="checkbox"/> Diocese of Gumaca <input type="checkbox"/> Diocese of Lucena <input type="checkbox"/> Prelature of Infanta	<input type="checkbox"/> <b>EP PALO</b> <input type="checkbox"/> Archdiocese of Palo <input type="checkbox"/> Diocese of Borongan <input type="checkbox"/> Diocese of Calbayog <input type="checkbox"/> Diocese of Catarman <input type="checkbox"/> Diocese of Naval
<input type="checkbox"/> <b>EP CEBU</b> <input type="checkbox"/> Archdiocese of Cebu <input type="checkbox"/> Diocese of Dumaguete <input type="checkbox"/> Diocese of Maasin <input type="checkbox"/> Diocese of Tagbilaran <input type="checkbox"/> Diocese of Talibon	<input type="checkbox"/> <b>EP MANILA</b> <input type="checkbox"/> Archdiocese of Manila <input type="checkbox"/> Apostolic Vicariate of Puerto Princesa <input type="checkbox"/> Apostolic Vicariate of Taytay <input type="checkbox"/> Diocese of Antipolo <input type="checkbox"/> Diocese of Cubao <input type="checkbox"/> Diocese of Imus <input type="checkbox"/> Diocese of Malolos <input type="checkbox"/> Diocese of Kalookan <input type="checkbox"/> Diocese of Novaliches <input type="checkbox"/> Diocese of Parañaque <input type="checkbox"/> Diocese of Pasig <input type="checkbox"/> Diocese of San Pablo	<input type="checkbox"/> <b>EP SAN FERNANDO</b> <input type="checkbox"/> Archdiocese of San Fernando <input type="checkbox"/> Diocese of Balanga <input type="checkbox"/> Diocese of Iba <input type="checkbox"/> Diocese of Tarlac
<input type="checkbox"/> <b>EP COTABATO</b> <input type="checkbox"/> Archdiocese of Cotabato <input type="checkbox"/> Diocese of Kidapawan <input type="checkbox"/> Diocese of Marbel	<input type="checkbox"/> <b>EP MILITARY ORDINARIATE</b> <input type="checkbox"/> Military Ordinariate	<input type="checkbox"/> <b>EP TUGUEGARAO</b> <input type="checkbox"/> Archdiocese of Tuguegarao <input type="checkbox"/> Apostolic Vicariate of Tabuk <input type="checkbox"/> Diocese of Bayombong <input type="checkbox"/> Diocese of Ilagan <input type="checkbox"/> Prelature of Batanes
<input type="checkbox"/> <b>EP DAVAO</b> <input type="checkbox"/> Archdiocese of Davao <input type="checkbox"/> Diocese of Digos <input type="checkbox"/> Diocese of Mati <input type="checkbox"/> Diocese of Tagum	<input type="checkbox"/> <b>EP ZAMBOANGA</b> <input type="checkbox"/> Archdiocese of Zamboanga <input type="checkbox"/> Apostolic Vicariate of Jolo <input type="checkbox"/> Diocese of Ipil <input type="checkbox"/> Prelature of Isabela de Basilan	

## CATECHETICAL FORMATION PROGRAM INFORMATION

2. Name of Parish *(if applicable)*

3. Name of Institution

4. Address of Institution

5. Formation Program Director/Coordinator

6. Contact Person for Archival Research

7. Contact Number

8. E-mail Address

### TYPE OF DOCUMENTS

Thank you for agreeing to share your experience with the *NCS 2021: PARI Project* through this archival historical research. In order to know the institutional history of your catechetical formation program, we would like to inquire about the documents in the list. Kindly confirm the availability of each material and the quantity you will be providing. You have the option to give either a physical or digital copy of the documents.

TYPE OF DOCUMENT	AVAILABILITY	QUANTITY	PHYSICAL DOCUMENT	DIGITAL DOCUMENT
9. Church documents related to catechetical formation program <i>(examples: encyclicals, Vatican II documents, etc.)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
10. Catechetical Formation Program brochures	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
11. Official letters/correspondence <i>(examples: between and among catechists, with other offices, such as other dioceses, government offices, etc.)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

TYPE OF DOCUMENT	AVAILABILITY	QUANTITY	PHYSICAL DOCUMENT	DIGITAL DOCUMENT
12. Photograph/s file of the catechetical formation program activities	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
13. General description of catechetical formation programs ( <i>course description, basic catechetical formation subjects</i> )	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
14. Projects/outputs of formants ( <i>examples: lesson plans, visual aids, modules, etc.</i> )	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
15. Modules from catechetical formation program ( <i>teaching materials</i> )	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
16. Annual calendar of activities	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17. Public information materials				
17.1. Leaflet/flyer	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17.2. Posters/infographics	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17.3. Newspaper article/s	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
17.4. Newsletter	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
18. Catechetical formation program annual report	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
19. Catechetical formation program annual financial report	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
20. Formants' assessment file ( <i>example: 101 file</i> )	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
21. Record of number of enrollees (for five years)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
22. Annual minutes of meetings	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
23. Supplies inventory ( <i>examples: requests, quotations, acknowledgment receipts, procurement</i> )	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
24. Catechetical formation program organizational charts	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
25. Catechetical formation handbook				
25.1. Student handbook	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
25.2. Faculty handbook	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
25.3. Employee handbook	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26. Forms				
26.1. Application Form	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26.2. Contract of Employment	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26.3. Job Description	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26.4. Evaluation Form	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26.5. Leave Form ( <i>examples: sick leave, personal leave, maternity leave, etc.</i> )	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26.6. Attendance sheet	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
26.7. Termination Form	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
27. Others, please specify _____.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

## End of Archival Historical Documents Tool

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### OFFICE ADDRESS & CONTACT INFORMATION



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### ONLINE PRESENCE



[www.ncs2021pariproject.com](http://www.ncs2021pariproject.com)



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