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Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l. Gov't Compound
Pigcarangan, Tubod, Lanao del Norte



DEPARTMENT OF EDUCATION
DIVISION OF LANA DEL NORTE
REGION X
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DIVISION MEMORANDUM

No. 213 s. 2020

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
COORDINATING PRINCIPALS
SCHOOL HEADS
This Division**

FROM: EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

DATE: MAY 27, 2020

**SUBJECT: DISSEMINATION OF REGIONAL MEMORANDUM NO. 206, S. 2020 re:
ENROLLMENT FOR SCHOOL YEAR 2020-2021**

1. For the information and guidance of all concerned, attached is the copy of Regional Memorandum No. 206, s. 2020 dated May 22, 2020 entitled Enrollment for School Year 2020-2021.
2. For strict compliance.

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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

RELEASED

Office of the Regional Director

May 22, 2020

REGIONAL MEMORANDUM
No. 206, s. 2020

ENROLLMENT FOR SCHOOL YEAR 2020-2021

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Curriculum Implementation Division Chiefs
School Governance Operations Division Chiefs
All Others Concerned


1. Regarding DepEd Order 7, 2020 on the school calendar and activities for school year 2020-2021 issued on May 11, 2020, please adhere to the guidelines for the upcoming enrollment.
2. The guidelines are aimed at the following:
 - a. Ensure that all new entrants for kindergarten, Grades 1,7, and 11 learners in public and private elementary and secondary schools and transferees are registered for School Year 2020-2021; and
 - b. Facilitate the registration of OSC and OSY in the Alternative Learning System (ALS) learning centers.
3. SDOs and schools are expected to conduct varied activities in preparation for the enrolment and in reaching prospective registrants, which may include but not be limited to the following:
 - a. Information campaign;
 - b. Meeting/coordination with barangay officials, civic organizations and people's organization; and
 - c. Conduct enrolment through different modalities, such as Drop Box, Text, and Online Form. Instructions on enrolment are stated in Attachment 1.
4. To ensure the effective implementation of the enrollment, all shall note the following reminders:
 - a. Elementary and Secondary public-school officials shall designate registration centers in the school/learning center premises and individuals who will handle the enrollment;



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- b. All Schools Division Offices (SDOs) and schools shall prepare tarpaulin, brochure, poster, and advocacy materials on Oplan Balik Eskwela (OBE); and
 - c. Teachers shall encode the accomplished enrollment form in the Learners Information System (LIS) enrollment module.
5. Expenses relative to the conduct of enrollment shall be charged to local funds, subject to existing audit and accounting rules and regulations..
6. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subjects:

EARLY REGISTRATION

SURVEY

Attachment No. 1 to Regional Memorandum No. _____, s. 2020

1. School Head shall provide the contact number per grade level, enrolment form, and SHS Offerings (Track and Strand). These shall be distributed to the community with the help of the Parent Teacher Association (PTA) and the barangay officials using the template:

1.1. Elementary

| School: | |
|--------------|-----------------|
| Grade Level | Contact Numbers |
| Kindergarten | |
| Grade 1 | |
| Grade 2 | |
| Grade 3 | |
| Grade 4 | |
| Grade 5 | |
| Grade 6 | |

1.2. Junior and Senior High School

| School: | |
|--------------|-----------------|
| Grade Level | Contact Numbers |
| Kindergarten | |
| Grade 7 | |
| Grade 8 | |
| Grade 9 | |
| Grade 10 | |
| Grade 11 | |
| Track | |
| Strand | |
| Grade 12 | |
| Track | |
| Strand | |

1.1. **Enrollment through Text Message.**

1.1.2. Parents shall enrol their children through text message using this format:

1.1.2.1. Elementary and Junior High School

Learners Name (Last Name, First Name, Middle Name, Extension Name) <space> **Birth Date mm-dd-yyyy** and send it to the assigned contact number

Example: **Bayeta,Edwin,Elcano_Grade10_08-24-2010**

1.1.2.1. Senior High School

Learners Name (Last Name, First Name, Middle Name, Extension Name) <space> **Track** <space> **Strand**<space> **Birth Date mm-dd-yyyy** and send it to the assigned contact number

Example:

Pollescas,Edwin,Elcano_Grade10_08-24-2004_GAS

Jamero,Yusulucio,Bayeta_Grade10_08-24-2004_TVL_CropProduction

1.1.3 The School Enrolment in charge shall text back to confirm that the learner is officially enrolled and instruct the parent/s to comply with the Learner Enrolment and Survey Form (Enclosure No. 4 to DO No. 007 s. 2020).

1.2. Enrollment through Drop Box

1.2.1. School Head shall provide drop boxes to designated areas in the community (barangay hall, sitio hall, community learning centers, etc.)

1.2.2. The enrollees and/or their parents/guardian shall fill out the Learner Enrolment and Survey Form provided in Attachment 2 and shall be dropped in the boxes.

Pertinent documents of the learner like birth certificate from the Philippine Statistics Authority (PSA) or local civil registrar, or barangay certification to the person in charge of registration shall be submitted as soon as the learner reports to the class adviser. Pertinent information from these documents shall be encoded in the LIS to create the learners' profiles.



LEARNER ENROLLMENT AND SURVEY FORM

THIS FORM IS NOT FOR SALE

Instructions:

1. This enrollment survey shall be answered by the parent/guardian of the learner.
2. Please read the questions carefully and fill in all applicable spaces and write your answers legibly in CAPITAL letters. For items not applicable, write N/A.
3. For questions/ clarifications, please ask for the assistance of the teacher/ person-in-charge.

A. GRADE LEVEL AND SCHOOL INFORMATION

A1. School Year - A2. Check the appropriate boxes only ☐ No LRN ☐ With LRN A3. ☐ Returning (Balik-Aral)

A4. Grade Level to enroll: A7. Last School Attended: A8. School ID: A11. School to enroll in: A12. School ID:

A5. Last grade level completed: A9. School Address: A13. School Address:

A6. Last school year completed: A10. School Type: ☐ Public ☐ Private

FOR SENIOR HIGH SCHOOL ONLY:
A14. Semester (1st/2nd): A15. Track: A16. Strand (if any):

B. STUDENT INFORMATION

B1. PSA Birth Certificate No. (if available upon enrollment) B2. Learner Reference Number (LRN)

B3. LAST NAME

B4. FIRST NAME

B5. MIDDLE NAME

B6. EXTENSION NAME e.g. Jr., III (if applicable)

B7. Date of Birth / /

B8. Age B9. Sex ☐ Male ☐ Female

B10. Belonging to Indigenous Peoples (IP) Community/Indigenous Cultural Community ☐ Yes ☐ No

B11. If yes, please specify:

B12. Mother Tongue:

B13. Religion:

ADDRESS
B18. House Number and Street B19. Barangay

B20. City/ Municipality B21. Province B22. Region

For Learners with Special Education Needs
B14. Does the learner have special education needs? ☐ Yes ☐ No
B15. If yes, please specify:
B16. Do you have any assistive technology devices available at home? (i.e. screen reader, Braille, DAISY) ☐ Yes ☐ No
B17. If yes, please specify:

C. PARENT/ GUARDIAN INFORMATION

| Father | Mother | Guardian |
|---|---|--|
| C1. Full Name (surname, full name, middle name) <input type="text"/> | C7. Full Maiden Name (surname, full name, middle name) <input type="text"/> | C13. Full Name (surname, full name, middle name) <input type="text"/> |
| C2. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school | C8. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school | C14. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school |
| C3. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working | C9. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working | C15. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working |
| C4. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No | C10. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No | C16. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| C5. Contact number/s (cellphone/ telephone) <input type="text"/> | C11. Contact number/s (cellphone/ telephone) <input type="text"/> | C17. Contact number/s (cellphone/ telephone) <input type="text"/> |



D. HOUSEHOLD CAPACITY AND ACCESS TO DISTANCE LEARNING

D1. How does your child go to school? Choose all that applies.

- ☐ walking ☐ public commute (land/ water) ☐ family-owned vehicle ☐ school service

D2. How many of your household members (including the enrollee) are studying in School Year 2020-2021? Please specify each.

- Kinder _____ Grade 4 _____ Grade 8 _____ Grade 12 _____
 Grade 1 _____ Grade 5 _____ Grade 9 _____ Others _____
 Grade 2 _____ Grade 6 _____ Grade 10 _____ (in college, vocational, etc.)
 Grade 3 _____ Grade 7 _____ Grade 11 _____

D3. Who among the household members can provide instructional support to the child's distance learning? Choose all that applies.

- ☐ parents/ guardians ☐ others (tutor, house helper)
☐ elder siblings ☐ none
☐ grandparents ☐ able to do independent learning
☐ extended members of the family

D4. What devices are available at home that the learner can use for learning? Check all that applies.

- ☐ cable TV ☐ radio
☐ non-cable TV ☐ desktop computer
☐ basic cellphone ☐ laptop
☐ smartphone ☐ none
☐ tablet ☐ others: _____

D5. Do you have a way to connect to the internet?

- ☐ Yes
☐ No
 (If NO, proceed to D7)

D6. How do you connect to the internet? Choose all that applies.

- ☐ own mobile data
☐ own broadband internet (DSL, wireless fiber, satellite)
☐ computer shop
☐ other places outside the home with internet connection (library, barangay/ municipal hall, neighbor, relatives)
☐ none

D7. What distance learning modality/ies do you prefer for your child? Choose all that applies.

- ☐ online learning ☐ modular learning
☐ television ☐ combination of face to face with other modalities
☐ radio ☐ others: _____

D8. What are the challenges that may affect your child's learning process through distance education? Choose all that applies.

- ☐ lack of available gadgets/ equipment ☐ conflict with other activities (i.e., house chores)
☐ insufficient load/ data allowance ☐ high electrical consumption
☐ unstable mobile/ internet connection ☐ distractions (i.e., social media, noise from community/neighbor)
☐ existing health condition/s ☐ others: _____
☐ difficulty in independent learning

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE
(Month/Day/Year)

/ /

Grade Level

Track (for SHS)



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