

Republic of the Philippines Department of Education Region X - Northern Mindanao DIVISION OF LANAO DEL NORTE

Gov. A. Quibranza Prov'l. Gov't Compound Pigcarangan, Tubod, Lanao del Norte





DIVISION MEMORANDUM

No. <u>2</u>|**3**/₂ s. 2020

TO:

PUBLIC SCHOOLS DISTRICT SUPERVISORS

COORDINATING PRINCIPALS

SCHOOL HEADS This Division

FROM:

EDILBERTO L. OFLENARIA, CESO V

Schools Division Superintendent 05/27/2020

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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DepED-X

20-41515

Department of Education REGION X - NORTHERN MINDANAO

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

- Regarding DepEd Order 7, 2020 on the school calendar and activities 1. 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.
- 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.
- 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;



: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City Telephone Nos.: (088) 856-3932 | (088) 881-3137 | (088) 881-3031

Email Address : region10@deped.gov.ph http://deped10.com Web site



- 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 <u>Perpetual Index</u> under the following subjects:

EARLY REGISTRATION

SURVEY

| Attachment No. | 1 | to Regional M | emorandum 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

| Contact Numbers |
|--|
| COMMUNICATION NAMED COMMUN |
| |
| |
| |
| |
| |
| |
| |

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_Grade 10_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_Grade 10_08-24-2004_GAS
Jamero, Yusulucio, Bayeta_Grade 10_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.

(Enclosure No. 4 to DepEd Order No. 007, s. 2020)



LEARNER ENROLLMENT AND SURVEY FORM THIS FORM IS NOT FOR SALE

This enrollment survey shall be answered by the parent/guardian of the learner.
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.
For questions/ clarifications, please ask for the assistance of the teacher/ person-in-charge.

| A. GRADE LEVEL AND SCHOOL IN | FORMATION | | | | | |
|---|--|--|--|--|--|--|
| 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, Scho | ol to enroll in: A12. School ID: | | | | |
| A5, Last grade level completed: A9, School Address: | ol Address: | | | | | |
| A6 Last school year completed: A10. School Type. Public | Privato | | | | | |
| FOR SENIOR HIGH SCHOOL ONLY: A14. Semester (1*/Z nd): A15. Track: | A16. Strand (If a | ny): | | | | |
| B. STUDENT INFORMATION | V 3/2 | | | | | |
| B1, PSA Birth Certificate No. (If available upon enrolment) | B2. Learner Reference Number (LRN) | | | | | |
| B3. LAST NAME | | ППППППППППППППППППППППППППППППППППППППП | | | | |
| B4. FIRST NAME | | | | | | |
| B5. MIDDLE NAME | | | | | | |
| B6. EXTENSION NAME e.g. Jr., III (if applicab | le) | | | | | |
| B7. Date of Birth / (Month/Day/Year) | | | | | | |
| B8. Age B9. Sex Ma | ale Female B15. If yes, please sp | Νο ecify: | | | | |
| B10. Belonging to Indigenous Peoples Community/Indigenous Cultural Community | Yes No | y assistive technology devices available at home? (i.e. scre | | | | |
| B11. If yes, please specify: | reader, Brailie, DAISY | | | | | |
| B12. Mother Tongue: | B17. If yes, please sp | No scifu | | | | |
| B13. Religion: | | cony . | | | | |
| ADDRESS B18. House Number and Street | B19. Barangay | | | | | |
| B20. City/ Municipality | B21.Province | B22.Region | | | | |
| | | | | | | |
| C. PARENT/ GUARDIAN INFORMAT | ION | | | | | |
| Father C1. Full Name (sumame, full name, middle name) | Mother C7. Full Maiden Name (surname, full name, middle name) | Guardian C13. Full Name (sumame, full name, middle name) | | | | |
| C2. Highest Educational Attainment | C8. Highest Educational Attainment | C14. Highest Educational Attainment | | | | |
| Elementary graduate High School graduate | Elementary graduate | Elementary graduate | | | | |
| College graduate | High School graduate | High School graduate | | | | |
| Vocational | College graduate | College graduate | | | | |
| Master's/Doctorate degree | Vocational Moster's (Destroyet | Vocational | | | | |
| Did not attend school | Master's/Doctorate degree Did not attend school | Master's/Doctorate degree | | | | |
| | Sid hot attend school | Did not attend school | | | | |
| C3. Employment Status | C9. Employment Status | C15. Employment Status | | | | |
| Full time | Full time | Full time | | | | |
| Part time | Part time | Part time | | | | |
| Self-employed (i.e. family business) Unemployed due to ECQ | Self-employed (i.e. family business) | Salf-employed (i.e. family business) | | | | |
| Not working | Unemployed due to ECQ | Unemployed due to ECQ | | | | |
| | Not working | Not working | | | | |
| C4. Working from home due to ECQ? | C10. Working from home due to ECQ? | C16. Warking from home due to ECQ? | | | | |
| Yes No | Yes No | Yes No | | | | |
| C5. Contact number/s (celliphone/ telephone) | C11. Contact number/s (cellphone/ telephone) | | | | | |
| | | C17. Contact number/s (cellphone/ telephone) | | | | |





| D. HOUSEHOLD CAPACITY AND ACCESS D1. How does your child go to school? Choose all that a | S TO DISTANCE LEARN | ling |
|--|--|---|
| walking public commute (land/ water) | family-owned vehicle | school service |
| D2. How many of your household members (including studying in School Year 2020-2021? Please specify ear Kinder Grade 4 Grade 8 Grade 5 Grade 9 Grade 2 Grade 6 Grade 10 Grade 3 Grade 7 Grade 11 | the enrollee) are D3. Who a to the chilk Grade 12 | imong the household members can provide instructional support d's distance learning? Choose all that applies. Its/ guardians others (tutor, house helper) none able to do independent learning ded members of the family |
| | 95. Do you have a way to onnect to the internet? | D6. How do you connect to the internet? Choose all that applies. |
| cable TV radio desktop computer laptop smartphone tablet radio | Yes No (If NO, proceed to D7) | 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. | D8. What are the challenges education? Choose all that a | that may affect your child's learning process through distance opplies. |
| online learning modular learning combination of face to face with other modalities others: | lack of available gadgets/ of insufficient load/ data allow unstable mobile/ internet of existing health condition/s difficulty in independent lea | high electrical consumption distractions (i.e., social media, noise from community/neighbor) others: |
| I hereby certify that the above information g Education to use my child's details to create and/or erein shall be treated as confidential in compliance | r undate his/her learner ord | the best of my knowledge and I allow the Department of file in the Learner Information System. The information f 2012. |
| Signature Over Printed Name of | Parent/Guardian | Date |
| For use of DepEd Personnel Only. To be filled up by the Class Ad | viser. | · |
| DATE OF FIRST ATTENDANCE | 1 | , , |
| Grade Level | Track (for SH | S) |

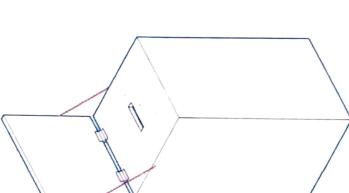


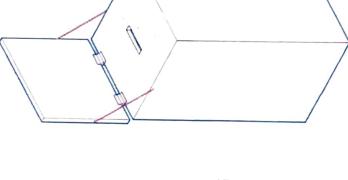


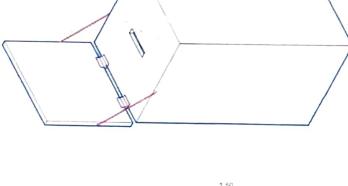
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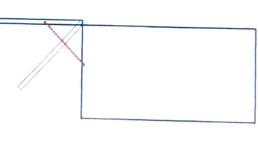


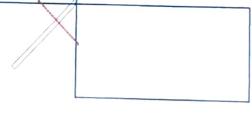


















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