



Department of Education  
Region X

**LANAO DEL NORTE DIVISION**

Gov. A. Quibranza Prov'l. Gov't. Compound  
Pigcarangan, Tubod Lanao del Norte  
(063)227 - 6633, (063)341 - 5109

[lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)



**DIVISION MEMORANDUM NO. 152, s. 2020**

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Division Office Personnel  
Elementary & Secondary School Principals  
All Elementary and Secondary School Teachers  
All Others Concerned  
*This Division*

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

**SUBJECT:** ENROLMENT OF ALL LEARNERS IN SCHOOL  
TO THE NEXT GRADE LEVEL FOR SY 2020-2021

**DATE:** March 30, 2020

1. In line with the preparations for the upcoming School Year 2020-2021, and relative to the Checking of Forms that the Teachers and School Heads have been doing as one of the tasks of Work-From-Home (*per Civil Service Announcement No. 12, s. 2020*), all School Heads are directed to require the class advisers to make a List of Learners to be endorsed to the next Grade Level as part of the Enrolment activity and submit online.
2. Parents and the learners need not necessarily come to school for enrolment since those already **in schools** are considered as enrolled thru the endorsement of their records to the receiving adviser.
3. The School ICT Coordinator shall create a google account for the enrolment of transferees.
4. It is expected that all schools should have a complete List of Learners by Grade Level for SY 2020-2021 not later than April 10, 2020.
5. Since all reports have already been done through the Work-From-Home scheme, all School Heads and Teachers shall find ways to link between and among each other through the varied means of ICT-based communications (phone call, teleconference, video conference, etc.). Social distancing should be strictly observed.
6. Immediate and wide dissemination of this Memorandum is desired.

#GO100



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