



DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Corner Don Carlos-Guingona Sts., Malaybalay City  
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279  
Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 5/29/13 Time: 8:34AM  
By: \_\_\_\_\_



## MEMORANDUM

To : PRIVATE KINDERGARTEN, ELEMENTARY AND SECONDARY SCHOOLS HEADS / OICs  
Thru: LETICIA N. PALLE  
Division Private School Coordinator  
This Division

From :   
EDILBERTO L. OPLENARIA  
Schools Division Superintendent

Date : May 28, 2013

Re : SUBMISSION OF ENROLMENT REPORT FOR SY 2013-2014

1. In pursuant to the enclosed Regional Memorandum No. 70, s. 2013 re: "Submission of Enrolment Report for SY 2013-2014" dated May 24, 2013, content of which is self-explanatory. In view hereof, you are hereby directed to submit a daily enrolment report using the attached template on June 5, 2013 to the Schools Division Superintendent attention Division Planning Unit for consolidation and submission.
2. For your information and compliance.



Republic of the Philippines  
Department of Education  
**REGION X-NORTHERN MINDANAO**  
Gregorio A. Peñafiel Sr. Memorial Sports Center  
Velez St., Cagayan de Oro City



**REGION MEMORANDUM**  
NO. 70 series 2013

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS  
This Region

**FROM :** DR. ALLAN G. FARNAZO, CESO V  
OIC-Regional Director

**DATE :** May 24, 2013

**SUBJECT :** SUBMISSION OF ENROLMENT REPORT FOR SY 2013-2014

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1. Relative to DepED Order Number 10, series 2013, re: School Calendar for the School Year 2013-2014, all schools both public and private through their respective division offices are directed to submit the enrolment report on June 5, 2013.
2. To ensure the tracking of increase and decrease of enrollees per school, all school heads are enjoined to submit a daily enrolment report to the Division Planning Office starting June 3-5, 2013. The Division Planning Office shall be responsible for the consolidation and submission of the aforesaid report using the attached template from June 5-7, 2013.
3. All enrolment report shall be emailed to [depedxplanning@gmail.com](mailto:depedxplanning@gmail.com), attention Regional Planning Office.
4. For your information and compliance.



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Gregorio A. Pelaez Sr. Memorial Sports Center  
 Velez St., Cagayan de Oro City



**ENROLMENT REPORT  
 PRIVATE PRE-SCHOOL**  
 As of \_\_\_\_\_, 2013

**REGION X DIVISION OF MALAYBALAY CITY**

School	Toddler			Nursery			Kinder I			Kinder 2			GRAND TOTAL			Previous School Year Enrolment	Inc/Dec %age
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T		
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
<b>TOTAL</b>																	

Prepared by:

Verified Correct:



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Gregorio A. Pelaez Sr. Memorial Sports Center  
 Velez St., Cagayan de Oro City



**ENROLMENT REPORT**  
**PRIVATE ELEMENTARY LEVEL**  
 As of \_\_\_\_\_, 2013

**REGION X**      **DIVISION OF MALAYBALAY CITY**

School	Grade 1			Grade 2			Grade 3			Grade 4			Grade 5			Grade 6			Grade 7			GRAND TOTAL			Previous School Year Enrolment	Inc/Dec %age		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T				
1																												
2																												
3																												
4																												
5																												
6																												
7																												
8																												
9																												
<b>TOTAL</b>																												

Prepared by:

Verified Correct:

Noted:

Noted:



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Gregorio A. Pelaez Sr. Memorial Sports Center  
 Velez St., Cagayan de Oro City



**ENROLMENT REPORT**  
**PRIVATE SECONDARY LEVEL**  
 As of \_\_\_\_\_, 2013

**Region X**                      **DIVISION OF MALAYBALAY CITY**

School	1st Year			2nd Year			3rd Year			4th Year			5th Year			GRAND TOTAL			Previous School Year Enrolment	Inc/Dec %age	
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T			
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
<b>TOTAL</b>																					

Prepared by:

Verified Correct:

Noted:



Republic of the Philippines  
 Department of Education  
**REGION X-NORTHERN MINDANAO**  
 Gregorio A. Pelaez Sr. Memorial Sports Center  
 Velez St., Cagayan de Oro City



**ENROLMENT REPORT**  
**STATE UNIVERSITY**  
 As of \_\_\_\_\_, 2013

Region X

**DIVISION OF MALAYBALAY CITY**

School	1st Year			2nd Year			3rd Year			4th Year			GRAND TOTAL			Previous School Year	Inc/Dec %age
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T		
1																	
2																	
3																	
4																	
5																	
<b>TOTAL</b>																	

Prepared by:

Verified Correct:

Noted: