



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 168, s. 2019

DEPED MALAYBALAY CITY DIVISION

RELEASED
MAY 24 2019 4:00 pm
BY:

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned**

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

Date: May 24, 2019

Subject: **GUIDELINES IN THE IMPLEMENTATION OF REAL-TIME SHORT
MESSAGE SERVICE (SMS) ENROLLMENT DATA COLLECTION
SYSTEM (DCS)**

1. Pursuant to Region Memorandum No. 286, s. 2019 re: Guidelines in the Implementation of Real-Time Short Message Service (SMS) Enrollment Data Collection System (DCS), all schools shall use and submit their daily enrolment data for SY 2019-2020 through SMS-DCS starting June 3, 2019.
2. Further, all school heads are required to register their school's active contact number through this link: <http://bit.ly/smsreg2019> on or before May 28, 2019, 3:00 PM. Failure to register means the enrolment report will not be recognized by the system.
3. Enclosed is the Guidelines and Brochure in using the SMS-DCS.
4. Queries relative to this can be relayed to Paul John P. Arias, Information Technology Officer I at 09770618486.

Encl: As stated

Copy Furnished:

Records Unit

TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY



Submit **ENROLLMENT DATA** with **EASE**
using

**Short Message
Service (SMS)
Data Collection
System (DCS)**

Fast

EASY

Cheap

Follow the
format,
separate by
comma.

FOR ELEMENTARY

Text: ENRELEM,MALAYBALAY,[SCHOOL ID],[Total number of Kinder Male],[Total number of Kinder Female],[Total number of Grade 1 male],[Total number of Grade 1 female],[Total number of Grade 2 male],[Total number of Grade 2 female],[Total number of Grade 3 male],[Total number of Grade 3 female],[Total number of Grade 4 male],[Total number of Grade 4 female],[Total number of Grade 5 male],[Total number of Grade 5 female],[Total number of Grade 6 male],[Total number of Grade 6 female]

Send to: **09770618486**

Example: Text ENRELEM,MALAYBALAY,126586,12,21,23,32,34,43,45,54,56,65,76,67,87,78 to 09770618486

FOR SECONDARY

Text: ENRSEC,MALAYBALAY,[SCHOOL ID],[Total number of Grade7 Male],[Total number of Grade7 Female],[Total number of Grade 8 male],[Total number of Grade 8 female],[Total number of Grade 9 male],[Total number of Grade 9 female],[Total number of Grade 10 male],[Total number of Grade 10 female],[Total number of Grade 11 male],[Total number of Grade 11 female],[Total number of Grade 12 male],[Total number of Grade 12 female]

Send to: **09770618486**

Example: Text ENRSEC,MALAYBALAY,303950,12,21,23,32,34,43,45,54,56,65,76,67 to 09770618486



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Text: ENRSEC,MALAYBALAY,[SCHOOL ID],[Total number of Grade7 Male],[Total number of Grade7 Female],[Total number of Grade 8 male],[Total number of Grade 8 female],[Total number of Grade 9 male],[Total number of Grade 9 female],[Total number of Grade 10 male],[Total number of Grade 10 female],[Total number of Grade 11 male],[Total number of Grade 11 female],[Total number of Grade 12 male],[Total number of Grade 12 female]

Send to: **09770618486**

Example: Text ENRSEC,MALAYBALAY,303950,12,21,23,32,34,43,45,54,56,65,76,67 to 09770618486



May 23, 2019

MAY 24 2019
 11:24 AM

RELEASED

REGIONAL MEMORANDUM
 No. 284, s. 2019

GUIDELINES IN THE IMPLEMENTATION OF REAL-TIME SHORT MESSAGE SERVICE (SMS) ENROLLMENT DATA COLLECTION SYSTEM (DCS)

To: **Schools Division Superintendents**
This Region

1. The Policy Planning and Research Division (PPRD), in partnership with the Information and Communication Technology Unit (ICTU), will collect Real-Time Enrollment Data from each school.
2. Hence, this Office directs all Schools Division Superintendents (SDSs) to cascade the implementation of the SMS-DCS.
3. Further, please submit the following data:

Division	District	School ID	School Name	School Active Contact Number

4. Since time is limited, all reports must be emailed to ra.phsimon.mabulay@deped.gov.ph on or before May 28, Tuesday, 5:00 p.m.
5. Attached are the guidelines and brochure that contain the instructions in using the SMS DCS.
6. The Schools Division Offices (SDOs) will conduct an orientation on or before May 29.
7. For more information, please contact Ralph Simon Mabulay at 09054257448.
8. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
 Regional Director

CLMD/elson





SMS Data Collection

Implementation: June 3, 2019

Rules and Responsibilities of Schools

1. Prepare one active cellphone (Smart, Globe, etc) with load
2. The cellphone must be within the school premises
3. Sending time (12:00 Noon to 11:59 PM)
4. Provide school contact number and school ID to district supervisor for registration
5. For Integrated school separate cellphone for elem and sec

Rules and Responsibilities PSDS

1. Gather and Submit to Division Office the active school cellphone # and school id to be submitted Tuesday, May 28, 2019
2. Format of submission (Division, District, School ID, school name, contact number)
3. Monitor the status of submission

Rules and Responsibilities of the Division Office

1. Cascade Regional Memo with brochure through Division Memo Monday May 27, 2019
2. Consolidate the data and submit to Regional Office by Tuesday Afternoon
3. Prepare SMS receiver phone (Specification: Octa core minimum, Minimum 4G Memory, Storage 64GB Minimum, Android 9.0)
4. 1 SMS receiver phone per 100 school
5. ITO Install SMS Data Collection System App to SGOD and CID
6. ITO to send SMS reminding the process of SMS Data Collection System App (Fri and Sun)
7. SGOD to monitor the status of submission (division level)
8. ITO to provide url/links to SGOD and CID for monitoring purposes
9. ITO to conduct orientation on the monitoring system
10. Links must be available by May 30, 2019

Rules and Responsibilities of the Regional Office

1. Prepare memorandum to be disseminated Monday morning May 27, 2019
2. Prepare brochure for every division to be attached to the memorandum
3. Setup server before May 27
4. Trial on May 30

