



# **DIVISION ORIENTATION**

## **GUIDELINES ON THE BASIC EDUCATION ENROLLMENT FOR SCHOOL YEAR 2020-2021**

**MAY 30, 2020**



# PROGRAM

## Preliminaries

- Pambansang Awit
- Prayer
- Kanak Ha Banua
- Division Hymn
- Opening Remarks **Dr. Lorenzo O. Capacio**  
Chief Education Supervisor, SGOD

## Inspirational talk: **Ms. Mariel Bayangos**

Chief, Policy Research and Development Division (PS-PRDD)  
Project Development Officer V

## Message **Dr. Victoria V. Gazo, CESO V**

Schools Division Superintendent

## Orientation Proper : **Vince G. San Miguel, EdD**

Senior Education Program Specialist  
Planning and Research Section

# Inspirational talk

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- **MS. MARIEL BAYANGOS**
- **Project Development Officer V**
- **Chief, Policy Research and Development Division (PS-PRDD)**
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# MESSAGE

**VICTORIA V. GAZO, PhD, CESO, CESO V**  
**Schools Division Superintendent**

# DIVISION ORIENTATION

## Objectives

- Ensure clear and common understanding of Enrollment Guidelines for SY 2020-2021 in light of national health emergency due to COVID-19
- Ensure adherence of the enrolment guidelines to the minimum health and safety standards promulgated by IATF
- Address arising issues and challenges on the conduct of enrolment under national health emergency

# HOUSE NORMS

- Kindly **keep your audio on mute** while somebody is speaking.
- For those who want to speak, kindly **write ME in the chat box**. Please **wait for the facilitator to recognize you** before speaking.
- You may also **write your question/s and/or ideas in the chat box** and the facilitator will raise the question and idea instead. This is recommended for those who are experiencing unstable internet connection.
- Let us be **mindful of the time** so we can maximize the discussion.
- Let us **keep the discussion respectful and polite**. Let us keep an open mind in the discussion.



# **GUIDELINES ON THE BASIC EDUCATION ENROLLMENT FOR SCHOOL YEAR 2020-2021 IN LIGHT OF THE COVID-19 NATIONAL PUBLIC HEALTH EMERGENCY**

# BACKGROUND

1

Due to the COVID-19 pandemic, the school year will open on August 24, 2020.

2

The Learning Continuity Plan (LCP) outlines various modalities in delivering basic education for the school year.

3

DepEd seeks to ensure that learners are enrolled in the system and map their contexts to provide appropriate learning interventions. However, we need to modify enrollment procedures taking into consideration the public health situation.



**ENROLLMENT  
PROCEDURES  
FOR SCHOOL YEAR 2020-2021**

# CORE INSTRUCTIONS

1

Enrollment for SY 2020-2021 shall primarily be administered remotely

2

The first two weeks shall completely be remote enrollment, where there will absolutely be no face to face

3

Submissions of accomplished LESF shall be done remotely through emails, messengers and other means of electronic submission

4

Physical submission of LESF to school or Barangay Hall shall be the last option and shall only be done by parents or guardians on the 3rd week of enrolment period.

# ENROLLMENT AND LEARNER SURVEY

## Enrollment

- Registration of learners for the school year. Collection of basic profile of every learner

## Learner Mapping Survey

- Gather information on household capacity to access various modalities (i.e. available gadgets, possible facilitators, etc.)

# SUMMARY OF ENROLLMENT PROCEDURES

## Teacher-Led Enrollment

For learners already in the system, teachers will contact their students from the previous year and encode survey information using LIS

## Enrollment Hotlines

Enrollment focal person/s (EFPs) will be designated to receive calls and queries from parents of incoming learners (for Kindergarten, transferees, Balik-Aral, and ALS learners)

# MEANS OF COLLECTING ENROLLMENT AND SURVEY DATA

**Phone Call (landline, mobile phones)**

**SMS/Text Messaging**

**Online Submission (i.e. messenger,  
email, Viber, among others)**

# PHYSICAL ENROLMENT

Any form of physical contact will be the last option for all SDOs and schools

Distribution of printed LESF shall be coordinated to LGU

If parents/guardian are not able to submit enrollment data remotely,, schools, in close coordination with LGU, shall set up physical platforms (i.e kiosk/booth) to collect LESF

All physical contact shall be in strict compliance with the minimum health and safe standards

Instructions to submit LESF shall be announced through multimedia platforms (i.e. radio, TV, social media)

# INSTRUCTION TO PARENTS/ GUARDIANS AND LEARNERS

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# INSTRUCTION TO PARENTS/LEARNERS

**For  
Grades  
1 to 12  
Learners**



Parents of incoming Grades 1 to 12 learners will be contacted by their previous advisers for remote enrollment. However, to expedite the process, parents/guardians may also reach out to their child's adviser for the enrolment through the contact numbers published by the school.

Physical presence of parents or guardian in school for enrollment shall be the last option and shall only be allowed on the 3<sup>rd</sup> week of June with strict adherence to minimum health and safety standards.



# INSTRUCTION TO PARENTS/LEARNERS

**For  
Incoming  
Kinder  
Learners**



Parents of incoming kindergarten learners shall contact the school to communicate their intent to enroll via digital and/or physical enrolment platforms established in the schools and barangay halls.

# INSTRUCTION TO PARENTS/LEARNERS

## For transferees



Learners planning to transfer from one school (“the originating school”) to another (“the receiving school”) shall directly contact the receiving school through its published enrollment contact details.

## For Balik-Aral enrollees



All Balik-Aral enrollees shall directly contact preferred schools. Receiving schools shall register enrollee’s enrolment and survey data.

# INSTRUCTION TO PARENTS/LEARNERS

**For  
ALS  
Learners**



ALS enrollees may communicate their intent to enroll via digital and/or physical enrollment platforms established by schools and barangays with community learning centers (CLC). The form to be used is ALS Form 2 based on DepEd Order No. 58, s. 2017. This will be made available in digital and physical format.

# PROTOCOL FOR MODIFIED GENERAL ENROLLMENT

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# PROTOCOL FOR MODIFIED ENROLLMENT

## MAJOR STAGES



**1: pre-data collection**

**2: data collection, and**

**3: data retrieval**

# STAGE 1

## PRE-DATA COLLECTION

How do we ensure that enrolment guidelines and enrollment forms are widely disseminated, clearly communicated and understood?

# Stage 1: PRE-DATA COLLECTION

## Designate teachers to facilitate remote enrollment

Class advisers shall be assigned to facilitate the remote enrollment of learners from their advisory class from the previous school year (i.e. SY 2019-2020).

## Appoint Enrollment Focal Person

- Teachers without advisory classes shall be appointed as Enrollment Focal Persons (EFPs). Schools must ensure that each grade level has an appointed EFP to accommodate kindergarten, transferees and *Balik Aral* enrollees. ALS teachers shall act as EFPs in order to accommodate ALS enrollees.
- EFPs' contact information shall be publicly posted to be easily accessed by prospective enrollees.

# Stage 1: PRE-DATA COLLECTION

## Establish digital and physical enrollment platforms

- SDO and schools shall make the LESF available and accessible, either in digital and print format, whichever is the safest way to access it.
- Setting up of kiosks in the school and barangay halls shall happen only after exhausting all possible means for remote enrollment. These enrollment booths/kiosks do not necessarily have to be manned by school personnel for as long as necessary information materials and LESFs are made available to the public.
- ROs and SDOs shall establish hotlines in line with Operation Balik Eskwela to disseminate information and respond queries on enrollment procedures.



# Stage 1: PRE-DATA COLLECTION

## Defer deadlines for submission of documentary requirements

- Deadlines for the submission of documentary requirements required under Section V-A of DepEd Order 3, s. 2018 shall be deferred to December 2020. This shall apply in both public and private schools.
- Only schools and their personnel shall coordinate the transmission of learners' records, whether internally (e.g. between a learner's previous and incoming class advisers) or externally (i.e. between schools).

**Schools shall not compel learners and their parents/guardians to take responsibility for transmission of school records.**

# Stage 1: PRE-DATA COLLECTION

## Disseminate information on enrollment procedures

- DepEd shall disseminate information on the enrolment procedures to the public thru print, social media, radio and television. Specifically, schools shall publish contact number of schools and/or designated teachers for queries and enrollment process.
- Digital format shall be made accessible/downloadable from the websites of Central Office, Regional Offices, School Division Offices and Schools. It shall also be made available in the Learner Information System (LIS)

## Encourage stakeholder participation

- Active participation of stakeholders is crucial on this school year's enrollment. DepEd shall implement various means to engage stakeholders from information dissemination to the actual conduct of the enrollment particularly in enforcing physical distancing
- Parents/guardians, in particular, shall communicate to previous teachers of their child for the enrollment, **except** for incoming kindergarten, transferees, Balik Aral, and ALS enrollees.

# STAGE 2

## DATA COLLECTION

How do we ensure that all potential enrollees are able to submit LESF in the safest way possible?

# Stage 2: DATA COLLECTION

## Through class advisers

- Class advisers shall contact each learner in their advisory class from SY 2019-2020 using the contact information found in the SF 1 and data obtained from early registration
- Contact shall as much as possible be done remotely, with priority given to phone calls, SMS, and social media (e.g. Facebook Messenger), which is mutually convenient for both parties.

## Through the initiative of parents/guardians

- Schools shall provide specific instructions on how parents/guardians of prospective enrollees may contact appointed EFPs.
- Once contacted by the parents/guardians of prospective enrollees, appointed EFPs shall collect the necessary data.
- EFPs shall accommodate inquiries and facilitate data collection as remotely as possible, whether via phone call, SMS, and social media, whichever is mutually convenient to both parties.

## Stage 2: DATA COLLECTION

### Through hotlines, social media and other online messaging platforms

- Schools shall establish other means of communication such as emails, phone calls, SMS, Facebook and other messaging platforms for those that cannot be contacted by class advisers.
- Parents/guardians may send their accomplished LESF through school email address published in their respective advocacy materials materials and webpage.

# Stage 2: DATA COLLECTION

## Electronic LESF Template

- Teachers shall encode their LESF data upon collection in the provided electronic LESF template while waiting for the deployment LIS encoding module and possible schedules.
- The digital format of the enrolment form and the electronic consolidation template can be accessed through the LIS.
- Advisers will use the summary template and save the file
- Send the file to their respective grade heads for consolidation. Grade head shall copy and paste the summary results of the class advisers to his Grade Head Summary Sheet (same file type advisers are using) and consider it as a Grade Level Master Summary Sheet (GLMSS).

# Stage 2: DATA COLLECTION

## Electronic LESF Template

- Grade heads will submit their consolidated GLMSS to the School Focal Person for consolidation of the School Master File Summary. The same process of copy-pasting is done in the School Master File Summary with those of the GLMSS.
- For teachers without laptops and internet connectivity, any physical reporting to school to encode LESF data shall strictly adhere to the minimum health and safety standards. If conditions will not allow for physical reporting in school, filled out hard copies of the LESF will be compiled until the LIS opens for encoding.
- Teachers with existing medical conditions shall be provided with assistance during data collection

# Stage 2: DATA COLLECTION

## LIS Encoding

### For Existing Learners

- Following the same process in updating the enrollment status of learners at the End of School Year (EOSY Updating), the enrollment status of learners in a school's registry shall be updated based on their SF-9 (Learner Progress Report Card).
- For this purpose, the previous class adviser shall encode collected learner data from the LESF in the LIS.



# Stage 2: DATA COLLECTION

## LIS Encoding

### For Incoming Kindergarten, Transferees, Balik-Aral, and ALS Learners

For incoming kindergarten, transferees, Balik-Aral, and ALS learners, the designated EFP shall encode collected learner data from the LESF in the electronic LESF template. This template shall be forwarded by schools to the Planning and Research Unit at the SDO for consolidation.

# Stage 2: DATA COLLECTION

## LIS Encoding

- LIS encoding may be scheduled once the system experienced congestion. Encoding schedule and instructions shall be posted on the LIS.
- School heads shall ensure that all teachers have the means and support to encode LESF data. School heads shall also extend encoding assistance to teachers who have existing medical conditions and are not permitted to leave their homes.
- Public and private schools shall complete their encoding of LESF data in the LIS EOSY module no later than 07 July 2020.

# STAGE 3

## DATA RETRIEVAL

How do we ensure that LESF data will inform policy and program design and implementation?

# Stage 3: DATA RETRIEVAL

## Central Office

### Analysis and evaluation

- Retrieve necessary data from the LIS
- Process results from the LESF
- Assess how these results may inform related policies and programs

## Regional and Division Offices

### Analysis and evaluation

- Access summary of results from the LIS Dashboard
- Assess the implications of results on learning delivery

## Schools

### Analysis and evaluation

- Assess summary of results from the Electronic LESF Template
- Assess how these results may affect the learning delivery.

# FORMS

## **Learner Enrolment and Survey Form (LESF)**

a tool that will be used to register learners for the school year and gather information on household capacity to facilitate the administration of various learning modes (i.e. available devices, possible facilitators, etc)

## **Electronic Learner Enrolment and Survey Form Template**

an automated version of the LESF that will serve as encoding interface that consolidates all entries made by a teacher available in an excel format.

These Forms can be downloaded in the Learners Information System (LIS) under the Downloads Section of the Support Tab.

# ADDITIONAL DATA REQUIREMENTS

## 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 _____ | <small>(ie college, vocational, etc)</small> |
| 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.

- |   |  |
|---|--|
| <input type="checkbox"/> parents/ guardians             | <input type="checkbox"/> others (tutor, house helper)    |
| <input type="checkbox"/> elder siblings                 | <input type="checkbox"/> none                            |
| <input type="checkbox"/> grandparents                   | <input type="checkbox"/> able to do independent learning |
| <input type="checkbox"/> extended members of the family |  |

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

- |  |   |
|--|---|
| <input type="checkbox"/> cable TV        | <input type="checkbox"/> radio            |
| <input type="checkbox"/> non-cable TV    | <input type="checkbox"/> desktop computer |
| <input type="checkbox"/> basic cellphone | <input type="checkbox"/> laptop           |
| <input type="checkbox"/> smartphone      | <input type="checkbox"/> none             |
| <input type="checkbox"/> tablet          | <input type="checkbox"/> 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.

- |  |  |
|--|--|
| <input type="checkbox"/> online learning | <input type="checkbox"/> modular learning                                  |
| <input type="checkbox"/> television      | <input type="checkbox"/> combination of face to face with other modalities |
| <input type="checkbox"/> radio           | <input type="checkbox"/> others: _____                                     |

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

- |   |   |
|---|---|
| <input type="checkbox"/> lack of available gadgets/ equipment | <input type="checkbox"/> conflict with other activities (i.e., house chores)              |
| <input type="checkbox"/> insufficient load/ data allowance    | <input type="checkbox"/> No or lack of available space for studying                       |
| <input type="checkbox"/> unstable mobile/ internet connection | <input type="checkbox"/> distractions (i.e., social media, noise from community/neighbor) |
| <input type="checkbox"/> existing health condition/s          | <input type="checkbox"/> others: _____  |
| <input type="checkbox"/> 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)

		/			/				
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Grade Level \_\_\_\_\_

Track (for SHS) \_\_\_\_\_

# **FUNCTIONS AND RESPONSIBILITIES**

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# CENTRAL OFFICE

## Pre-Data Collection

### Policy and planning

- Issue guidelines on enrollment procedures

### Data and resource management

- Design the LESF and offline encoding for data collection
- Modify LIS to accommodate new data requirements

### Communication

- Provide information materials on the modified enrollment procedures
- Disseminate information on the enrollment

## Data Collection

### Monitoring

- Monitor data encoding in the system

### Support and assistance

- Provide necessary support and assistance to the field

## Data Retrieval

### Analysis and evaluation

- Retrieve necessary data from the LIS
- Process results from the LESF
- Assess how these results may inform related policies and programs



# REGIONAL OFFICE

<b>Pre-Data Collection</b>	<b>Data Collection</b>	<b>Data Retrieval</b>
<p><u>Policy and planning</u></p> <ul style="list-style-type: none"><li>• Issue regional policy document echoing national policy as necessary</li></ul> <p><u>Communication</u></p> <ul style="list-style-type: none"><li>• Disseminate information on the enrollment</li><li>• Conduct orientation on the modified enrollment procedures</li></ul>	<p><u>Monitoring</u></p> <ul style="list-style-type: none"><li>• Monitor data collection and encoding in the system</li></ul> <p><u>Support and assistance</u></p> <ul style="list-style-type: none"><li>• Provide support and assistance to SDOs</li></ul>	<p><u>Analysis and evaluation</u></p> <ul style="list-style-type: none"><li>• Access summary of results from the LIS Dashboard</li><li>• Assess the implications of results on learning delivery</li></ul>

# SCHOOLS DIVISION OFFICE

## Pre-Data Collection

### Support and assistance

- Print enrollment form and excel template for data collection

### Coordination and linkages

- Coordinate with the LGU on the conduct of modified enrollment

### Communication

- Disseminate information on the enrollment
- Conduct orientation on the modified enrollment procedures

## Data Collection

### Monitoring

- Monitor data collection and encoding in the system

### Support and assistance

- Provide support and assistance to schools

## Data Retrieval

### Analysis and evaluation

- Access summary of results from the LIS Dashboard
- Assess the implications of results on learning delivery.

# SCHOOL

## Pre-Data Collection

### Support and assistance

- Ensure that all teachers have facility and assistance in data collection and LIS encodings

### Coordination and linkages

- Coordinate with the LGU on the conduct of modified enrollment

### Communication

- Disseminate information on the enrollment especially to parents/guardians

## Data Collection

### Monitoring

- Monitor data collection and encoding in the system

### Technical support

- Provide support to teachers during data collection and encoding

## Data Retrieval

### Analysis and evaluation

- Assess summary of results from the Electronic LESF Template
- Assess how these results may affect the learning delivery.

# DATA PRIVACY

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# DATA PRIVACY

1

Schools shall properly dispose of accomplished printed enrollment and learner survey forms after these are encoded in the LIS.

2

The Data Protection Officer shall ensure the Department's compliance with the requirements of the Data Privacy Act during the enrollment process. He/she may issue further guidelines as necessary.

3

Regional Directors, Schools Division Superintendents, and School Heads shall act as Data Compliance Officers at their respective levels of governance and ensure the protection of collected personal information. They may use the results of the survey to plan and develop interventions for their respective jurisdiction consistent with the requirements of the Data Privacy Act.

4

The Planning Service (PS) shall process the results of the survey for policy and program development purposes consistent with the requirements of the Data Privacy Act.

# **PREPARATION REQUIREMENTS**

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# IMPLEMENTATION PLAN

Critical Action	Responsible Unit	Timeframe
<p><b><u>Coordination and communication</u></b></p> <ul style="list-style-type: none"> <li>• Provide orientation with the field on the enrollment guidelines</li> <li>• Disseminate instruction on LIS encoding schedule</li> <li>• Set up feedback mechanisms</li> </ul>	<ul style="list-style-type: none"> <li>• PS-EMISD</li> <li>• PS-EMISD</li> <li>• PS-EMISD</li> </ul>	<ul style="list-style-type: none"> <li>• 4W of May</li> <li>• 1W of June</li> <li>• 4W of May</li> </ul>
<p><b><u>Systems modification</u></b></p> <ul style="list-style-type: none"> <li>• Integrate new data requirements (Learner Mapping Survey) to the LIS</li> <li>• Provide template for data collection</li> </ul>	<ul style="list-style-type: none"> <li>• ICTS</li> <li>• ICTS</li> </ul>	<ul style="list-style-type: none"> <li>• 1W of June</li> <li>• 4W of May</li> </ul>
<p><b><u>Information advocacy</u></b></p> <ul style="list-style-type: none"> <li>• Create infographics and other information materials on enrollment procedures</li> <li>• Provide information materials to the field (ready for modification based on the context of the field)</li> </ul>	<ul style="list-style-type: none"> <li>• PAS-PD/EMISD</li> <li>• PAS-PD/EMISD</li> </ul>	<ul style="list-style-type: none"> <li>• 3W of May</li> <li>• 4W of May</li> </ul>

# INFORMATION MATERIALS

Version of infographics that is ready for printing (e.g. tarps, posters, brochures, etc.)

Digital version of infographics that can be posted online

Audio-visual presentation of the enrollment procedures (e.g. short video for social media content)

**Note:** These materials shall accommodate the initiative of the field to modify based on their specific contexts (e.g. language translations, inclusion of schools' contact details, etc.)