

# Department of Education

REGION X-NORTHERN MINDANAO DIVISION OF MALAYBLAY CITY

DM-2020-5-195
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 50200 TIME: 4:MBY:

### **DIVISION MEMORANDUM**

No. 195 series of 2020

TO:

Assistant Schools Division Superintendent Chief Education Supervisors SGOD and CID Elementary and Secondary School Heads

This Division

FROM:

VICTORIA W. GAZO, PhD, CESO V

Schools Division Superintendent

DATE:

May 28, 2020

SUBJECT:

DISSEMINATION OF Regional Memorandum 206 s. 2020 RE: EROLLMENT

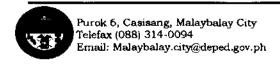
FOR SCHOOL YEAR 2020-2021

- 1. For the information and guidance of all concerned, this Office hereby disseminates the herein **Regional Memorandum 206 s. 2020 RE: EROLLMENT FOR SCHOOL YEAR 2020-2021** adhering the guidelines of the coming enrollment.
- 2. Attached is the **Regional Memorandum 206 s. 2020** for reference. Immediate and wide dissemination of this memorandum is highly desired.
- 3. Queries related to this can be relayed to **Vince G. Sanmiguel**, Senior Education Program Specialist, Planning and Research Section at 09778091156.

Encls.: As stated

Reference: DO 007 s. 2020

TO BE POSTED IN THE WEBSITE





# Republic of the Philippines Bepartment of Education REGION X - NORTHERN MINDANAO RE

DepED-X

20-41515

Office of the Regional Director

May 22, 2020

REGIONAL MEMORANDUM 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 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

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: http://deped10.com



- b. 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 S. BAYOCOT, CESO III

To be indicated in the <u>Perpetual Index</u> under the following subjects:

EARLY REGISTRATION

SURVEY

- 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

School:							
Grade Level	Contact Numbers						
Kindergarten							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							

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

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

C5. Contact number/s (celiphone/ telephone)

Instructions:
1. This enrollment survey shall be enswered by the parent/guardian of the learner.

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5. Last grade level completed: As	9. School Addre	<u> </u>					_	A13. School Address:									
6. Last school year completed: At	18. School Type	e:	Privat					-	·								
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B5. MIDDLE NAME B6. EXTENSION NAME e.g		ш											Ш				
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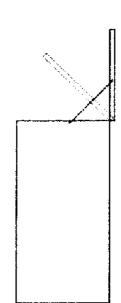
D. HOUSEHOLD CAPACITY AND ACCESS TO DISTANCE LEARNING D1. How does your child go to school? Choose all that applies.	
walking public commute (land/ water) family-owned vehicle school servi	ice
	sehold members can provide instructional support arning? Choose all that applies.  others (tutor, house helper) none able to do independent learning of the family
D4. What devices are available at home that the learner can use for learning? Check all that applies.  D5, Do you have a way to connect to the internet?  D6, How do applies.	you connect to the internet? Choose all that
non-cable TV desktop computer taptop No computer smartphone none (If NO, proceed to D7)	obile data roadband internet (DSL, wireless fiber, satellite) iter shop places outside the home with internet connection r, barangay/ municipal hall, neighbor, relatives)
D7. What distance learning modality/ies do you prefer for your child? Choose all that applies.  D8. What are the challenges that may affer education? Choose all that applies.	ect your child's learning process through distance
online learning modular learning combination of face to face unstable mobile/ insufficient load/ data allowance unstable mobile/ internet connection existing health condition/s difficulty in independent learning	conflict with other activities (i.e., house chores) high electrical consumption distractions (i.e., social media, noise from community/neighbor) others:
I hereby certify that the above information given are true and correct to the best of Education to use my child's details to create and/or update his/her learner profile in the learner half 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  (Mont/Dep/Teer)	,
Grade Level Track (for SHS)	

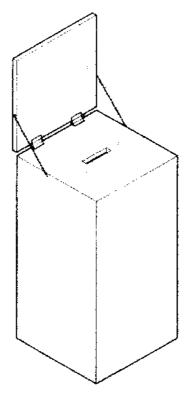
















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