

2020 - 13834



Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
DIVISION OF MALAYBLAY CITY

DMA-20 20-5-1/25
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 5/28/20 TIME: 4:00
BY: [Signature]

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 V. GAZO, PhD, CESO V**
Schools Division Superintendent [Signature]

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



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO

DepED-X
 Cagayan de Oro City

3090
 MAY 22 2020

RELEASED

20-41715

Office of the Regional Director

May 22, 2020

REGIONAL MEMORANDUM

No. 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


1. 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.
3. 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.
4. 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;



Address : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone Nos.: (088) 856-3932 | (088) 881-3137 | (088) 881-3031
Email Address : region10@deped.gov.ph
Web site : 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 B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
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,Eicano_Grade10_08-24-2010

1.1.2.1. Senior High School

Learners Name (Last Name, First Name, Middle Name, Extension Name) <space> Track <space> Strand<space> Birth Date mm-dd-yyyy and send it to the assigned contact number

Example:

Pollescas,Edwin,Elicano_Grade10_08-24-2004_GAS

Jamero,Yusubucio,Bayeta_Grade10_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.



LEARNER ENROLLMENT AND SURVEY FORM
THIS FORM IS NOT FOR SALE

Instructions:

1. This enrollment survey shall be answered by the parent/guardian of the learner.
2. Please read the questions carefully and fill in all applicable spaces and write your answers legibly in CAPITAL letters. For items not applicable, write N/A.
3. For questions/ clarifications, please ask for the assistance of the teacher/ person-in-charge.

A. GRADE LEVEL AND SCHOOL INFORMATION

A1. School Year - A2. Check the appropriate boxes only No LRN With LRN A3. Returning (Balik-Aral)

A4. Grade Level to enroll: _____ A7. Last School Attended: _____ A8. School ID: _____ A11. School to enroll in: _____ A12. School ID: _____

A5. Last grade level completed: _____ A9. School Address: _____ A13. School Address: _____

A6. Last school year completed: _____ A10. School Type: Public Private

FOR SENIOR HIGH SCHOOL ONLY:
A14. Semester (1st/2nd): _____ A15. Track: _____ A16. Strand (if any): _____

B. STUDENT INFORMATION

B1. PSA Birth Certificate No. (if available upon enrollment) B2. Learner Reference Number (LRN)

B3. LAST NAME

B4. FIRST NAME

B5. MIDDLE NAME

B6. EXTENSION NAME e.g. Jr., III (if applicable) _____

B7. Date of Birth / /

B8. Age B9. Sex Male Female

B10. Belonging to Indigenous Peoples (IP) Community/Indigenous Cultural Community Yes No

B11. If yes, please specify: _____

B12. Mother Tongue: _____

B13. Religion: _____

For Learners with Special Education Needs

B14. Does the learner have special education needs?
 Yes No

B15. If yes, please specify: _____

B16. Do you have any assistive technology devices available at home? (i.e. screen reader, Braille, DAISY)
 Yes No

B17. If yes, please specify: _____

ADDRESS

B18. House Number and Street B19. Barangay

B20. City/ Municipality B21. Province B22. Region

C. PARENT/ GUARDIAN INFORMATION

Father	Mother	Guardian
C1. Full Name (surname, full name, middle name) _____	C7. Full Maiden Name (surname, full name, middle name) _____	C13. Full Name (surname, full name, middle name) _____
C2. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school	C8. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school	C14. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school
C3. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working	C9. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working	C15. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working
C4. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No	C10. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No	C16. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No
C5. Contact number/s (cellphone/ telephone) _____	C11. Contact number/s (cellphone/ telephone) _____	C17. Contact number/s (cellphone/ telephone) _____



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 _____ (ie. college, vocational, etc.)
 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.

parents/ guardians others (tutor, house helper)
 elder siblings none
 grandparents able to do independent learning
 extended members of the family

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

cable TV radio
 non-cable TV desktop computer
 basic cellphone laptop
 smartphone none
 tablet 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.

online learning modular learning
 television combination of face to face with other modalities
 radio others: _____

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

lack of available gadgets/ equipment conflict with other activities (i.e., house chores)
 insufficient load/ data allowance high electrical consumption
 unstable mobile/ internet connection distractions (i.e., social media, noise from community/neighbor)
 existing health condition/s others: _____
 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) / /

Grade Level _____ Track (for SHS) _____



