



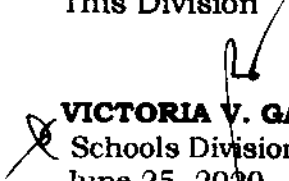
DM-2020-06-253  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: TIME: 9:10  
 JUN 25 2020 glavin

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

**DIVISION MEMORANDUM**

No. 253 series of 2020

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisors SGOD and CID  
 Public Elementary and Secondary School Heads  
 This Division

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

**DATE:** June 25, 2020

**SUBJECT: DISSEMINATION OF DM-PHRODFO-2020-00197 RE: UTILIZATION OF GOOGLE SHEETS IN REPORTING LEARNER ENROLLMENT SURVEY FORM (LESF) DATA AND SUBMISSION OF CONSOLIDATED LESF BY SCHOOL, GRADE LEVEL AND BY DISTRICT**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein **DM-PHRODFO-2020-00197 RE: UTILIZATION OF GOOGLE SHEETS IN REPORTING LEARNER ENROLLMENT SURVEY FORM (LESF) DATA** during the enrollment period.
2. Attached is the DM-PHRODFO-2020-00197 for reference. Immediate and wide dissemination of this memorandum is highly desired.
3. School Heads are enjoined to submit the LESF consolidated report following the attached template. District Offices **through the Office of the Public Schools District Supervisor** will consolidate the enrolment by School, grade level segmented by male and female and submit the consolidated data in **hard copy** at school Governance and Operations Division, Planning and Research Section and **soft copies** at [https://docs.google.com/spreadsheets/d/1UrMsiUYeXeuHhbilcf18Yum2Nxe4edn8/edit?fbclid=IwAR2xo6L9F8y7pldscyjnbeugdCSmoc5DNL-rs0ES96E-QW82RLxpoNk\\_wo#gid=39988426](https://docs.google.com/spreadsheets/d/1UrMsiUYeXeuHhbilcf18Yum2Nxe4edn8/edit?fbclid=IwAR2xo6L9F8y7pldscyjnbeugdCSmoc5DNL-rs0ES96E-QW82RLxpoNk_wo#gid=39988426) on or before **July 6, 2020**.
4. Queries related to this can be relayed to **Vince G. Sanmiguel, LPT, EdD**, Senior Education Program Specialist, Planning and Research Section at 09778091156.

Encls.: As stated

Reference: DO 008 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**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

**MEMORANDUM**  
**DM-PHRODFO-2020-00197**

**TO:** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION PLANNING OFFICERS  
SCHOOL HEADS

**FROM:**   
JESUS L.R. MATEO  
*Undersecretary*

**SUBJECT:** *Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data*

**DATE:** 22 June 2020

In response to the COVID-19 pandemic and the new normal, the Department of Education (DepEd) issued **DepEd Order No. 8, s. 2020** that provides guidelines on the enrollment procedures for School Year 2020-2021. This includes the Learner Enrollment and Survey Form (LESF) which seeks to register incoming learners and gather information on household capacity to support various learning modes.

The LESF module in the Learner Information System (LIS) was deployed last June 10 where teachers encode collected learner's data. However, the system has been experiencing technical issues which makes accessing in the LESF module difficult. In response to this, the module has been disabled by ICTS to allow the programmers to fix the technical issues. However, the LIS facility remains open for schools to finalize EOSY data.

In the meantime, the following changes shall be observed and shall take effect immediately:

- a. The daily reporting of enrollment data using Google Sheet shall be expanded to cover the results of the survey. The Central Office will prescribe a common Google Sheet template for the regions to accomplish. However, the regions are given flexibility to determine the most feasible strategy in generating the LESF data from the school level. The use of Google Sheet shall be until July 7, 2020.
- b. Reporting of enrollment and survey results shall strictly be done by previous advisers to avoid double counting.
- c. LESF module in the LIS will be redeployed once issues have been addressed and the entire technical design are completed, such as, governance level dashboard.
- d. With these corrections, the new deadline for tagging is July 30, 2020.

The results of the survey are crucial for DepEd in making informed decisions for the implementation of the Basic Education - Learning Continuity Plan and for partners and other government agencies in determining their support to the Department.

For clarifications, please contact the Planning Service - Education Management Information System Division (PS-EMISD) through e-mail at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

For immediate and appropriate action.

Learner Enrollment and Survey Information Summary (PUBLIC)  
 SY 2020-2021

District \_\_\_\_\_

		INCOMING LEARNERS SY 2020-2021			Father's Information						
					C.1 Father	C3. Employment Status					C4. Working from
		Male	Female	Total		Full Time	Part Time	Self-Employed	Unemployed due to ECQ	Not Working	YES
		7,253	7,161	14,414	0	0	0	0	0	0	
SAMPLE											
126574	Airport Village ES	332	351	683							
126557	Aglayan CS	251	222	473							
126575	Baganao ES	59	40	99							
126534	Bagong Silang ES	41	37	78							
126535	Balangbang ES	14	14	28							
126558	Bangcud CES	327	341	668							
199510	Barangay 9 ES	76	86	162							
126576	BCT ES	173	155	328							
126559	Bendolan ES	51	48	99							

















