



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

03 July 2024

REGIONAL MEMORANDUM

ORD No. 691, s. 2024

To: Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

**REPORTING OF SCHOOLS DIVISION OFFICE (SDO) FOR ENROLMENT SY
2024-2025 AND THE DESIGNED ADVOCACY CAMPAIGN MATERIAL**

1. This is in reference to the attached Unnumbered Memorandum dated June 25, 2024 signed by Nolasco A. Mempin, Undersecretary for Administration, Noel T. Baluyan, Assistant Secretary for Administration and Officer-in-Charge, Planning Service, and Francis Cesar B. Bringas, Assistant Secretary for Operations-Field Operations, relative to reporting of enrolment for SY 2024-2025, content of which are self-explanatory, for information and appropriate action.
2. In view thereof, this Office reiterates the provisions of the said issuance highlighting paragraph 3 which reminds the ***“Schools Division Superintendents shall be responsible in reporting to their Regional Directors the total enrolment of all public and private schools, including State/Local Universities and Colleges (SUCs/LUCs) offering basic education within their respective jurisdictions in the data collection platform or link separately created and maintained by the Region.”***
3. Please see enclosure 1 for summary of responsibilities and the steps in using the enrolment template 2024.
4. In addition, the Advocacy Campaign Material for Enrolment (see enclosure 2) can be accessed in this link: ***bit.ly/Enrollment-2024***
5. Immediate dissemination and compliance with this Memorandum is desired.


JOCELYN DR ANDAYA

Director IV

Encl.: As stated



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Enclosure 1

**Summary of Responsibilities and Steps for Using the
Enrollment Template 2024**

| Steps | Tasks | Responsible Officer |
|-------|---|---|
| 1 | Use the provided RO Enrollment Template for their specific SDO. | SDO-Planning Officer III |
| 2 | Discuss the context application of an MS Excel template for encoding school enrollment data. | Planning Officer/SGOD - Planning and Research Section/Information Technology Officers/School Head |
| 3 | Encode school enrollment data in the given template from 7:00 a.m. to 1:00 p.m. | Public and Private School Heads |
| 4 | Download daily accomplished enrollment data from public and private schools. | Planning Officer/SGOD - Planning and Research Section/Information Technology Officers/School Head |
| 5 | Encode the consolidated and validated enrollment data daily from public and private schools at bit.ly/Enrollment2425 until 2:00 p.m. | SDO Planning Officers |
| 6 | Verify and submit the encoded enrollment data for their respective jurisdictions at bit.ly/Enrollment2425 by 2:00 p.m. | Schools Division Superintendents |
| 6 | Monitor and validate SDO submission in the provided link starting July 3 to July 26, 2024. | RO Planning Officer III |
| 7 | Report the Regional Enrolment to the centralized link. | Regional Director |

Note: Ensure that the enrollment data is continuously counted. To prevent irregularities in the enrollment data counting process, use the real rate of increase instead of the reduction. Written justification is required.



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Enclosure 2

Enroll now!
(Magpatala na!)
for School Year 2024-2025
July 3 - 26, 2024

Classes start on July 29, 2024

Requirements:

- PSA Birth Certificate or Barangay Certification (for late registration) for new learners.
- Basic Education Enrollment Form for Kindergarten, Grade 1, 7, and 11;
- Confirmation Slip for Grades 2-6; Grades 8-10 and Grade 12
- Modified Alternative Learning System (ALS) Enrollment Form for all ALS enrollees. Also, AF5 or ALS Certificate.

Scan QR Code

Note: You can access the forms at bit.ly/EnForm

For more information, please contact Public Affairs Unit (PAU) at landline No. 8522-93-72 or Email, pau.ncr@deped.gov.ph and FB messenger, DepEd Tayo - NCR

Note: This material can be accessed in this link: bit.ly/Enrollment-2024