



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

02 August 2024

REGIONAL MEMORANDUM

ORD.No. 775, s. 2024

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

**IMPLEMENTATION OF CENTRALIZED TEMPLATE IN REPORTING OF
SCHOOL-LEVEL ENROLMENT SY 2024-2025**

1. This is in reference to the attached advisory dated August 01, 2024 signed by Marieta C. Atienza, Project Development Officer V and Chief, PS-EMISD, relative to reporting of enrolment for SY 2024-2025.
2. In view thereof, this Office reiterates the provisions of the said issuance highlighting paragraph 1 ***“The Office of the Secretary requested the Planning Service (PS) to submit school-level enrollment reports. As agreed during the meeting of the Administration Strand with Undersecretary Wilfredo E. Cabral, the Planning Service-Education Management Information System Division (PS-EMISD) will collect through a centralized template the School Year 2024-2025 School-Level enrollment from all regions to monitor the daily enrollment and reporting compliance to all schools for the Quick Count.”***
3. The Division Planning Officers (DPOs) are intended to encode or report the harvested School-level enrollment data to the separate link provided by the Regional Planning Officers (RPOs).
4. In addition, the gathering of enrollment analysis and the issues and challenges encountered during enrollment per division shall entered to another separate link.
5. Immediate dissemination and compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

Encl.: As stated

PPRD/hdv



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Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

ADVISORY

FOR: ALL PPRD CHIEFS
ALL REGIONAL PLANNING OFFICERS
ALL SCHOOLS DIVISION PLANNING OFFICER

FROM: 
MARIETA C. ATIENZA
Project Development Officer V
Chief, PS-EMISD

SUBJECT: **REPORTING OF SCHOOL YEAR 2024-2025 SCHOOL-LEVEL ENROLLMENT**

DATE: **01 AUGUST 2024**

The Office of the Secretary requested the Planning Service (PS) to submit school-level enrollment reports. As agreed during the meeting of the Administration Strand with Undersecretary Wilfredo E. Cabral, the Planning Service - Education Management Information System Division (PS-EMISD) will collect through a centralized template the School Year 2024-2025 School - Level enrollment from all regions to monitor the daily enrollment and reporting compliance of all schools for the Quick Count.

In this regard, the Regional Planning Officers (RPOs) shall encode/report the school-level enrollment of all schools in their region in the centralized link. The Division Planning Officers (DPOs) shall also submit the data to their Regional Planning Officers for easy consolidation.

Also, a separate link will be provided to the RPOs to gather the enrollment analysis and the issues and challenges they have encountered during enrollment of each division office.

Only the RPOs shall have access to the centralized links shared through email.

For any clarifications, contact **Mr. Ariel C. Tandingan** and **Mr. Julius G. Briones** of the PS-EMISD through the telephone numbers (02) 8635-3958/ 8635-3986 or email at ps.emisd@deped.gov.ph.