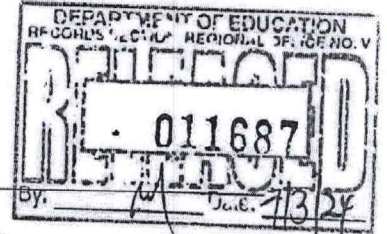




Republic of the Philippines
Department of Education
 REGION V - BICOL



02 Jul 2024

REGIONAL MEMORANDUM
 No. 00733, s. 2024

DISSEMINATION OF THE MEMORANDUM OUA-OUT ON THE REPORTING
 OF REGIONAL ENROLMENT FOR SCHOOL YEAR 2024-2025
 USING A CENTRALIZED TEMPLATE

To : Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Chiefs ES for PPRD, CID, and SGOD
 Public Schools District Supervisors
 RO/SDO Planning Officers
 Public and Private Elementary and Secondary School Heads
 All Others Concerned

- For the information and guidance of all concerned, enclosed is a copy of the Memorandum OUA-OUT dated June 25, 2024, titled "Reporting of Regional Enrolment for School Year 2024-2025 using a Centralized Template."
- With this, the following link for the collection and reporting of enrolment is being reiterated:

SDO	Link
SDO Albay	https://bit.ly/AlbaySY2024-2025QuickCountEnrolment
SDO Camarines Norte	https://bit.ly/CamNorteSY2024-2025QuickCountEnrolment
SDO Camarines Sur	https://bit.ly/CamSurSY2024-2025QuickCountEnrolment
SDO Catanduanes	https://bit.ly/CatanduanesSY2024-2025QuickCountEnrolment
SDO Masbate	https://bit.ly/MasbateSY2024-2025QuickCountEnrolment
SDO Sorsogon	https://bit.ly/SorsogonSY2024-2025QuickCountEnrolment
SDO Iriga City	https://bit.ly/IrigaCitySY2024-2025QuickCountEnrolment
SDO Legazpi City	https://bit.ly/LegazpiCitySY2024-2025QuickCountEnrolment
SDO Ligao City	https://bit.ly/LigaoCitySY2024-2025QuickCountEnrolment
SDO Masbate City	https://bit.ly/MasbateCitySY2024-2025QuickCountEnrolment
SDO Naga City	https://bit.ly/NagaCitySY2024-2025QuickCountEnrolment
SDO Sorsogon City	https://bit.ly/SDOSorCitySY2024-2025QuickCountEnrolment
SDO Tabaco City	https://bit.ly/TabacoCitySY2024-2025QuickCountEnrolment



Address: Regional Center Site, Rawis, Legazpi City, 4500
 Telephone Nos.: 0969 516 9555
 Email Address: region5@deped.gov.ph
 Website: <https://region5.deped.gov.ph/>





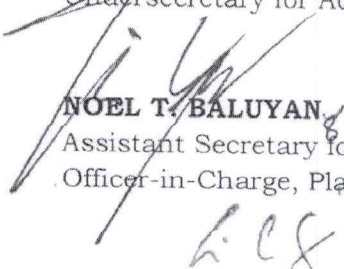
Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

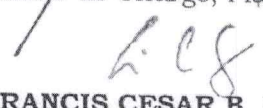
OUA-OUT- _____

MEMORANDUM

TO: Minister, Basic, Higher and Technical Education,
BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School
Heads
State/Local Universities and Colleges Heads
Philippine Schools Overseas Heads
All Others Concerned

FROM: 
NOLASCO A. MEMPIN
Undersecretary for Administration


NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge, Planning Service *AY*


FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations-Field Operations

SUBJECT: **REPORTING OF REGIONAL ENROLLMENT FOR SCHOOL
YEAR 2024-2025 USING A CENTRALIZED TEMPLATE**

DATE: June 25, 2024

The Department of Education issues this Memorandum to provide guidance on the collection of School Year 2024-2025 Regional Enrollment in the template to be provided by the Planning Service – Education Management Information System Division (PS-EMISD).

The abovementioned collection of regional enrollments is part of the data collection activities of the Department which aim to account at least the number of learners



Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

enrolled in the basic education prior to the official start of SY 2024-2025 on July 29, 2024. The data collected will be utilized by the Department for internal use and to have actual data that can be released to media on the said date.

In this regard, all Regional Directors are instructed to report their respective regional enrollment from **July 03-26, 2024** in the official template that can be accessed through this centralized link <https://bit.ly/EnrollmentDataTemplate>. Likewise, the Schools Division Superintendents shall be responsible in reporting to their Regional Directors the total enrollment 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 their Region.

All public and private schools shall report their enrollment from the aforementioned data collection timelines to the Schools Division Superintendents. Meanwhile, the Philippine Schools Overseas (PSOs) shall report their enrollment to the Private Education Office (PEO).

Please note that all public and private schools, SUCs/LUCs and PSOs offering basic education still need to enroll and update the profile of their learners in the Learner Information System - Beginning of School Year (LIS-BOSY) 2024-2025 encoding which period of collection will be announced in a separate Memorandum.

For your information and ready reference, please refer to the summary of responsibilities and timelines for the reporting of regional enrollment, as shown below:

Responsible Officer	Tasks	Timelines
Regional Directors	<ul style="list-style-type: none"> Report the Regional Enrollment to the centralized link. Create and maintain a separate link for the collection of enrollment of all Schools Division Offices within their region. 	July 22-26, 2024
Schools Division Superintendents	<ul style="list-style-type: none"> Submit the consolidated enrollment data within their respective jurisdiction. Data to be reported shall include enrollment of all public and private schools, and SUCs/LUCs. 	July 03-26, 2024
School Heads (Public, Private, SUCs/LUCs)	<ul style="list-style-type: none"> Report their school enrollment to the Schools Division Superintendents for consolidation 	July 03-26, 2024

Philippine Schools Overseas	• Official enrollment shall be submitted to the Private Education Office	July 03-22, 2024
------------------------------------	--	------------------




Only the Regional Directors, Office of the Assistant Secretary for Administration (OASA), Office of the Assistant Secretary for Operations – Field Operations, PS-EMISD, and Private Education Office should have access and permission to edit and generate data to this link.

For further questions related to this matter, please contact PS-EMISD through the telephone numbers (02) 8635-3958/8635-3986 or email at ps.emisd@deped.gov.ph.

Immediate dissemination and strict compliance are desired.

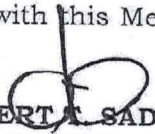


Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telephone No.: (02) 8638-1780; Email: useforadministration@deped.gov.ph
 DepEd Philippines  @depedphilippines  @DepEd_PH  www.deped.gov.ph

3. The reporting and generation of data will be conducted daily starting on July 3, 2024 every 4:00 p.m. and will be reported on the next day. The encoding of enrolment data should be cumulative. Hence, all the Schools Division Superintendents are reminded to institute mechanisms, instruct the Public Schools District Supervisors and other concerned SDO Personnel to conduct intensive monitoring, and extend technical assistance to schools to speed up the encoding of enrolment for SY 2024-2025.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.

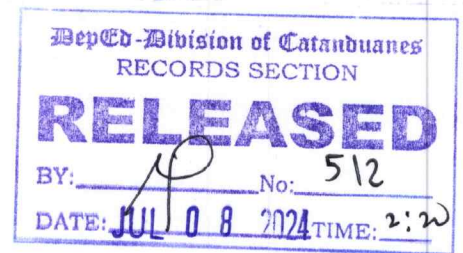

GILBERT A. SADSAD
Regional Director

Encl.: As Stated.

To be indicated in the Perpetual Index
under the following subjects

**DATA
ENROLMENT
GUIDELINES
LEARNERS
REPORTING TEMPLATE
SCHOOLS**

PPRD/msc
07/02/2024




July 8, 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Public and Private Elementary and Secondary School Heads
All Others Concerned

In relation with the above Regional Memorandum No. 00733 dated July 2, 2024 on the reporting of regional enrolment for SY 2024-2025 using a centralized template. The link for the collection and reporting of SDO enrolment is <https://bit.ly/3VOrSZP>.

For information, guidance and immediate compliance.

By Authority of the Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Attorney III - Legal Officer
Officer-in-Charge 