



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 09 2024

MEMORANDUM

No. 198, s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC, Chief Education Supervisor, School Governance & Operation Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is DepEd Regional Memorandum No. 691, s. 2024, dated July 03, 2024, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. This Office informs the Daily Enrolment Report of Public and Private Elementary and Secondary Schools from July 3 to July 26, 2024, on this link: <https://bit.ly/M07-ENROLLMENT-SY-2024-2025> until 1:00 p.m.
3. The summary of responsibilities and the steps in using the enrolment template 2024, see enclosure 1.
4. Furthermore, the Enrollment Advocacy Campaign Material can be viewed at bit.ly/Enrollment-2024, see enclosure 2.
5. For more information, on the aforementioned activity, please get in touch with the Planning & Research Section, through planning.sdomuntinlupa@deped.gov.ph.

198
NUM-2024-198



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

6. Immediate dissemination of this Memorandum is desired.

For

VIOLETA M. GONZALES
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By


MADELINE ANNE L. DIAZ
Chief Education Supervisor, CID
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

ADMISSION
ENROLLMENT
DATA

JDN/DM/REPORTING OF SCHOOLS DIVISION OFFICE (SDO) FOR ENROLMENT SY 2024-2025 AND THE DESIGNED ADVOCACY CAMPAIGN MATERIAL
198 / July 8, 2024

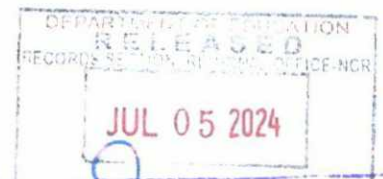
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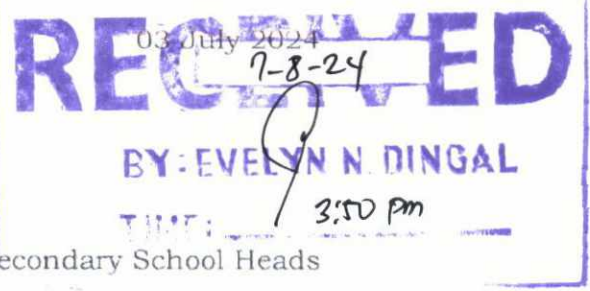
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



BY: [Signature] DATE: [Signature]
SDO-MONTALBA CITY
RECORDS UNIT



REGIONAL MEMORANDUM
ORD No. 697, 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

[Handwritten Signature]

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, AFS or ALS Certificate.

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



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