

Republic of the Philippines **Department of Education** National Capital Region SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division Superintendent

AUG 06 2024

MEMORANDUM No. 229 , s. 2024

REPORTING OF SCHOOL YEAR 2024-2025 SCHOOL-LEVEL ENROLLMENT

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

1. Attached is DepEd Advisory, dated August 1, 2024, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.

2. Reports on school-level enrollment were required by the Planning Service (PS) by the Office of the Secretary. The centralized template will allow the Planning Service - Education Management Information System Division (PS-EMISD) to monitor the daily enrollment and report compliance of all schools for the Quick Count.

3. Relative to this, the Division Planning Officer shall submit the consolidated data from schools to the Regional Planning Officer for easy consolidation. Additionally, a report on enrollment analysis and the problems and difficulties that each school has shall be compiled.

4. For any questions or concerns, please contact the SGOD - Planning & Research Section via email at <u>planning.sdomuntinlupa@deped.gov.ph</u>.

5. Immediate dissemination of, and compliance with this Memorandum is hereby directed.

VIOLETAM. GONZALES

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

Enclosure: none References: as stated To be indicated in the <u>Perpetual Index</u> under the following subjects:

ENROLLMENT

SCHOOL

LEARNER

JDN/DM/ REPORTING OF SCHOOL YEAR 2024-2025 SCHOOL-LEVEL ENROLLMENT $\underline{229}$ / August 2, 2024



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City 8805-9935, 8805-9940 <u>sdo.muntinlupa@gmail.com</u> deped-muntinlupa.com 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:

MORIETA 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 schoollevel 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 <u>ps.emisd@deped.gov.ph</u>.



SCOK

ACITY