



DEC-0677

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

DEC 23 2025

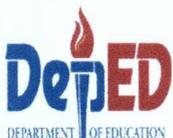
MEMORANDUM

No. 649, s. 2025

**SUBMISSION OF CONSOLIDATED DATA ON LEARNERS' ABSENTEEISM
AND LATE ENROLLEES (JUNE-DECEMBER 2025)**

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

1. In compliance with DepEd Regional Memorandum No. 1208, s. 2025, titled "Regional Data Request on Consolidated Learners' Absenteeism and Late Enrollees from June to December," this Office urgently directs all public and private elementary and secondary schools to submit the required consolidated data.
2. The report shall cover the period June to December 2025 and include the following information:
 - Learners with frequent absenteeism; and
 - Learners identified as late enrollees.
3. All School Heads are directed to ensure that the submitted data are accurate, complete, validated, and consistent with official school records. The prescribed form shall be completed strictly via the official link: <https://tinyurl.com/Absenteeism-LateEnroll>. Timely submission is mandatory, as the Division Office must submit a consolidated report to the Regional Office. Non-compliance or late submission shall be subject to appropriate action under existing Department of Education (DepEd) rules and regulations.
4. The data capture form must be duly accomplished **on or before December 26, 2025 (12:00 noon)**.
5. For clarifications or inquiries, schools may coordinate with the SGOD - Planning & Research Section through telephone numbers (02) 8423-75-60/61/62, or via email at planning.sdomuntinlupa@deped.gov.ph.



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

A-122301



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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


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

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

ABSENTEEISM
DATA
LATE ENROLLMENT
LEARNER
SCHOOL

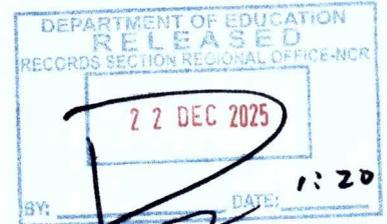
JDN/DM/Submission of Consolidated Data on Learners' Absenteeism and Late Enrollees (June–December 2025)
649 /December 22, 2025 NUM-2025-649



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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



December 20, 2025

REGIONAL MEMORANDUM

No. 1208, s. 2025

RECEIVED BY:
 10/12/22/25-6:00 PM
 MARLON A. SALONGA
 SDO-MUNTINLUPA (RECORDS UNIT)

To: Schools Division Superintendent
 CID and SGOD Chiefs
 Planning Officers
 School Heads
 All Others Concerned

REGIONAL DATA REQUEST ON CONSOLIDATED LEARNERS' ABSENTEEISM AND LATE ENROLLEES FROM JUNE TO DECEMBER

1. In reference to received letter dated December 19, 2025 at exactly 4:19 PM via gmail re: **Second Congressional Commission on Education (EDCOM 2)**, all Regional Offices are required to submit consolidated regional data dis-aggregated per Schools Division, in aid of policy review and recommendation about the **Learners absenteeism and late enrollees**, based on instructed information of the Dr. Carmela Oracion, Officer-In-Charge under Office of Undersecretary for Governance and Operations.

2. Furthermore, in accordance to **DM 14, s. 2022**, the Policy Planning and Research Division (PPRD) is responsible for "**Plan Formulation**" and "**Data Information Management**" particularly the **Strategic Planning, Medium Term Planning, and Operational Planning as well as the Data Dissemination, Data Management, and Management of Information System**. It intensifies that the PPRD and Planning Officer III is the repository of all significant and needed data of the region. Data-based and results-oriented criterion in accessing, collecting, organizing, processing, and storing data is essential in compliance with the cited data request using SF 4 and direct contact to the School Heads for more concrete, reliable, and validated data.

3. In addition, the PPRD shall conduct collaboration and interfacing to all Planning Officer III of Schools Division Offices for data collection through crafted template link: <https://tinyurl.com/AbsenteeismLateEnroll>

4. The content of the data request are as follows:
 4.1 **Absenteeism Data** (Number of Learners per Division, per Key Stage) from June to December 2025, disaggregated according to the number of days absent:

- 20 days and above
- 15-19 days
- 10-14 days
- 10 days and below



Address: 6 Misamis St., Bago Bantay
 E-mail address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Document Code	RJ-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2





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Department of Education
 NATIONAL CAPITAL REGION

4.2 Late Enrollees Data (Number of Learners per Division, per Grade Level).
 Those learners who enrolled beyond the official enrollment period or upon
 the opening of classes.

5. To fast track compliance, please access the link provided in your gmail account as reference and be able to accomplish the prescribed template with complete and accurate data. The deadline of submission is on or before **December 29, 2025**.
6. For any clarification and concern, you may contact Dr. Herbert D. Vertucio using DepEd email: herbert.vertucio@deped.gov.ph or CP no.: 09163687343.
7. For information, guidance, and compliance of all concerned.


JOCELYN DR ANDAYA
 Regional Director, NCR
 concurrent Officer-in-Charge, Office of the
 Assistant Secretary for Operations

PPRD/hdv
 Encl.: as stated



Document Code	RJ-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2

Fwd: Fw: SUBMISSION OF REGIONAL DATA REQUESTED BY EDCOM 2

1 message

PPRD NCR <pprd.ncr@deped.gov.ph>

Mon, Dec 22, 2025 at 10:01 AM

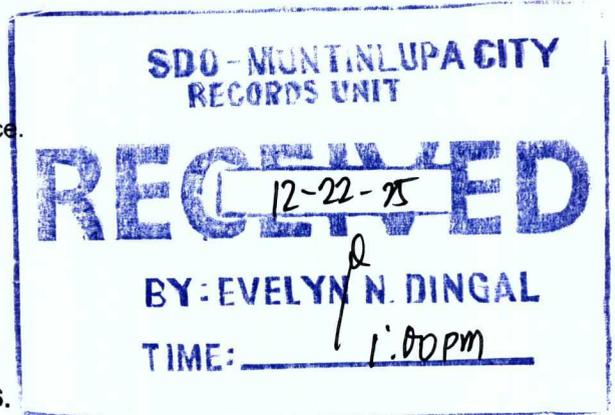
To: DepEd Caloocan City <caloocan.city@deped.gov.ph>, DepEd Las Pinas City <laspinas.city@deped.gov.ph>, DepEd Malabon City <malabon.city@deped.gov.ph>, SCHOOLS DIVISION OFFICE SAN JUAN CITY <sdosanjuacity@deped.gov.ph>, deped paranaque <deped.paranaque@deped.gov.ph>, deped.pasay@deped.gov.ph, DepEd Makati <makati.city@deped.gov.ph>, DepEd Mandaluyong <sdo.mandaluyong@deped.gov.ph>, DEPED MANILA <sdo.manila@deped.gov.ph>, sdo.marikina@deped.gov.ph, DepEd Muntinlupa <sdo.muntinlupa@gmail.com>, DepEd Navotas City <navotas.city@deped.gov.ph>, Department of Education Division of Pasay City <depedpasaycity@yahoo.com>, taguig.pateros@deped.gov.ph, sdovalenzuela@deped.gov.ph, Schools Division Office Quezon City <sdo.quezoncity@deped.gov.ph>, sdovalenzuela@deped.gov, sdo.tapat@deped.gov.ph, sdo.muntinlupa@deped.gov.ph, osds.sdopasigcity@deped.gov.ph

Sirs/Mesdames:

Good day!

This is to respectfully forward the email below from the Central office.
For your information and compliance.

Policy Planning & Research Division
National Capital Region
Misamis St., Bago Bantay, Quezon City
Room 205

HI, WE WANT TO HEAR YOUR FEEDBACK ON OUR SERVICES.Visit this link: <https://bit.ly/DEPEDNCR-CSM>

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----- Forwarded message -----

From: **DEPED NATIONAL CAPITAL REGION** <ncr@deped.gov.ph>

Date: Fri, Dec 19, 2025 at 4:16 PM

Subject: Fw: SUBMISSION OF REGIONAL DATA REQUESTED BY EDCOM 2

To: Jocelyn Andaya <jocelyn.andaya005@deped.gov.ph>, PPRD NCR <pprd.ncr@deped.gov.ph>, Herbert Vertucio <herbert.vertucio@deped.gov.ph>

From: Governance and Operations - Regional Focal Secretariat <rfs.govops@deped.gov.ph>**Sent:** Friday, December 19, 2025 3:10 PM

To: DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; PAU NCR <pau.ncr@deped.gov.ph>; HRDD REGION 6 <region6.hrdd@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; ORD REGION 1 <ord.region1@deped.gov.ph>; OFFICE OF THE REGIONAL DIRECTOR DEPED RO2 <ord.region2@deped.gov.ph>; ord3@deped.gov.ph <ord3@deped.gov.ph>; ORD MIMAROPA

<ord.mimarop@deped.gov.ph>; REGION6 PAU <region6.pau@deped.gov.ph>;
ord.region7@deped.gov.ph <ord.region7@deped.gov.ph>; Ruth Fuentes <ruth.fuentes@deped.gov.ph>;
DEPEDRO12 SOCCSKSARGEN <deped12.ord@deped.gov.ph>

Cc: Office of the Undersecretary for Operations <ouops@deped.gov.ph>; Office of the Assistant Secretary for Education Governance <oaseg@deped.gov.ph>; Office of the Undersecretary for Curriculum and Teaching (OUCT) <ouct@deped.gov.ph>

Subject: SUBMISSION OF REGIONAL DATA REQUESTED BY EDCOM 2

You don't often get email from rfs.govops@deped.gov.ph. [Learn why this is important](#)

Dear Sir and Ma'am RDs,

Merry Christmas!

1. This is with reference to the request of the Second Congressional Commission on Education (EDCOM 2) as instructed by OIC-Usec Carmela Oracion that all Regional Offices are required to submit consolidated regional data disaggregated per Schools Division, in aid of policy review and recommendation. Hence, all Schools Division Offices (SDOs) are hereby directed to submit the following data to the Regional Office for consolidation:

A. **Absenteeism Data** (Number of Learners per Division, per Key Stage) from June to December 2025, disaggregated according to the number of days absent:

- 20 days and above
- 15–19 days
- 10–14 days
- 10 days and below

B. **Late Enrollees Data** (Number of Learners per Division, per Grade Level). Those learners who enrolled beyond the official enrollment period or upon the opening of classes.

2. To fast track compliance, please access the link provided below and accomplish the prescribed template with complete and accurate data. The deadline of submission is on or before **December 29, 2025**.

[Data on Absenteeism and Late Enrolment](#)

3. You may contact us, Regional Focal Secretariat Directors (RFS), assigned in your respective regions via email at rfs.govops@deped.gov.ph or Tel No.: **(02) 8633-7213** for inquiries and further information, you may coordinate them directly via their individual official email address. Please refer to the enclosed copy.

4. DepEd Memorandum pertaining to this matter will be issued soonest. We are happy to collaborate with you.

Thank you. God bless.

Very truly yours,

RFS Directors

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