MEMORANDUM

TO : OIC-Office of the Asst. Schools Division Superintendent
    OIC Chief - Curriculum Implementation Division
    Chief - Schools Governance and Operation Division
    Public Schools District Supervisors
    Public and Private Pre-Elementary, Elementary, Junior HS and Senior
    HS School Heads and Administrators
    All Others Concerned

FROM : DR. ROMMEL C. BAUTISTA, CESO V
       Schools Division Superintendent

SUBJECT : SUBMISSION OF BEGINNING OF SY 2019-2020 ENROLMENT

DATE : May 23, 2019

Attached to this Memorandum is the Enrolment Report for the Beginning of School Year (SY) 2019-2020 to be accomplished by ALL Public Elementary, Junior and Senior High Schools and to be submitted to the Division Office on or before 2:00 PM, Attn: Planning Officer III, on the following dates:

June 3, 2019       June 14, 2019
June 4, 2019       June 21, 2019
June 5, 2019       June 28, 2019 (Enrolment for the Month)
June 6, 2019
June 7, 2019 (BOSY)

ALL Private schools should submit their Enrolment based on their school’s First Friday of opening of classes. Final report should be submitted on June 28, 2019 for the enrolment for the month of June. Inform the Planning and Research Section regarding the Opening of your classes for this SY 2019-2020. Strict implementation of DepEd Order #47, s. 2016 (Omnibus for Kindergarten) and DepEd Order #20, s.2018 should be observed.

Be reminded that ONLY learners who actually attended classes or who are physically present (warm bodies) from the start of the school year shall be included in the report. Remind the advisers to indicate the learner’s date of first attendance in SF 1: School Register in preparation for the encoding of learners in the Learner Information System (LIS). Quick Count of Enrolment should be encoded in the LIS for the month of June.
Likewise, learners whose Date of First Attendance is later than the **June 7, 2019** cut-off shall be considered as **Late Enrollees**. Learners who transferred from one school to another during the first week of classes are called **Moved In/Out**, learners who transferred after the cut-off date shall be considered as **Transferred In/Out**, while learners who stopped schooling after the cut-off date shall be considered as **Dropped**. These must be properly recorded in the School Form 1: School Register of the class advisers.

School heads are hereby directed to validate the submitted enrolment data and inform this Office in writing of any variances or discrepancies in the report not later than June 14, 2019. Non-submission means that the previous data submitted is certified true and correct by the school heads concerned.

To expedite the consolidation of the report, soft copies may be sent through email in advance at depedantipolo.planning@deped.gov.ph, through Facebook group at DepEd Antipolo LIS/EBEIS Coordinators (Public Schools) or Antipolo City Division Private School Group (Private Schools), through messenger or through text at 09157279594.

For your information and strict compliance.