

June 5, 2017

**DIVISION MEMORANDUM**  
NO. 352, s. 2017

**ENROLMENT REPORT FOR SY 2017-2018**

**TO: Assistant Superintendents  
Chiefs/EPSs/SEPSs/EPS IIs/Coordinators  
Public Schools District Supervisors/OICs  
Elementary/Secondary School/s Principals/Heads/TICs  
All Others Concerned**

1. This Office hereby informs the field regarding the data needed pursuant to **Regional Memorandum 0370** dated **01 June 2017** entitled **“Enrolment Report for SY 2017-2018.”** The copy of said Memo is hereby attached for your reference.

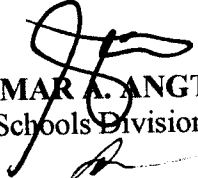
2. Since the **Regional Office c/o Policy, Planning and Research Division** requires the reports on a daily basis during the enrollment period, **elementary/integrated/ and secondary schools heads/principals** are directed to **consolidate the enrollment data and submit on a day-to-day basis** indicating the name of school/s, grade levels and gender (male/female).

3. **Daily enrollment reports must be submitted via email using MS Excel format as follows:**

<b>Elementary</b>	<b>Person-in-Charge</b>	<b>Email Ad./Contact No.</b>
1 <sup>st</sup> Congressional District	KIM	leponkim@yahoo.com 09423769539; 09058465833
2 <sup>nd</sup> Congressional District	KIM	leponkim@yahoo.com 09423769539; 09058465833
5 <sup>th</sup> Congressional District	KIM	leponkim@yahoo.com 09423769539; 09058465833
7 <sup>th</sup> Congressional District	KIM	leponkim@yahoo.com 09423769539; 09058465833
3 <sup>rd</sup> Congressional District	CLAIRE	clairetherese18@yahoo.com 09185480713
4 <sup>th</sup> Congressional District	CLAIRE	clairetherese18@yahoo.com 09185480713
6 <sup>th</sup> Congressional District	CLAIRE	clairetherese18@yahoo.com 09185480713
<b>Secondary (Public)</b>	XANDER	dxanderjude@yahoo.com.ph 09330385038

<b>All Private Elementary &amp; Secondary Schools of the Division</b>	<b>Mrs. Agustina Albiso</b>	agustinaalbiso@yahoo.com 09159298718
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4. Reports/data submitted must also be sent (copy furnished/cc) to **mangubat\_novie@yahoo.com**. Elementary/secondary school/s heads/principals are directed to **directly prepare the reports by himself/herself** instead of relying to Guidance Coordinators to ensure **100 percent (%) accuracy in the reporting**.
5. If the school head/principal **concerned** has no sufficient technical/computer skills needed which may paralyze/hamper the **“JUST-IN-TIME” (JIT)** submission of reports, s/he may ask technical assistance from **ICT coordinators and guidance counselors** in the school to ensure **immediate, efficient and 100 percent accuracy of reporting**.
6. Deadline of submission is at **7:00PM** everyday/daily during the enrollment period. Sending of **incomplete daily reports or erroneous entries/data** is strictly prohibited.
7. For further inquiries or clarification about the data needed as indicated in the afore-mentioned paragraphs, such issues can be easily directed to **Dr. Novie O. Mangubat (SGOD Chief)** at her cellular phone number **09155176699**.
8. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent



REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Labug, Cebu City



JUN 01 2017

**REGIONAL MEMORANDUM**  
No. **0370** s. 2017

**ENROLMENT REPORT FOR SY 2017-2018**

**TO:** Schools Division/City Superintendents

1. In line with the opening of classes, the Policy, Planning and Research Division (PPRD) is tasked to consolidate enrolment from all public schools within its jurisdiction. All Schools Division Offices shall submit daily enrolment status report from June 5, 2017 to June 16, 2017. Template of the said report is available for download via <http://www.deped.in/OClass2017>

2. Deadline for the reports are as follows:

	Report Cut-Off Time	Submission to RO
AM	9:30 AM	On or before 10:15 AM of the same day
PM	3:00 PM	On or before 4:00 PM of the same day

3. SDOs are required to send the softcopy (MS Excel file format) of the reports to [pprd.ro@deped.gov.ph](mailto:pprd.ro@deped.gov.ph). All electronic reports are considered as official reports and must follow the nomenclature of email subject title and MS Excel filename:

DIVISIONNAME\_EnrolmentReport\_Date  
e.g. CEBUCITY\_EnrolmentReport\_June52017

4. Immediate compliance and dissemination is desired.

*Juliet A. Jeruta*  
**JULIET A. JERUTA, Ph.D, CESO V**  
Director III  
Officer-in-Charge

JAJMJC/tecoj  
PPRD

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

**" EGA 2015: Kanapatan ng Lahat, Paganapalan ng Lahat "**