

Republic of the Philippines
Department of Education
Region VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

July 25, 2022

DIVISION MEMORANDUM
NO. 346, s. 2022

CONDUCT AND MONITORING OF ENROLLMENT FOR THE SCHOOL YEAR 2022-2023

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
DIVISION CHIEFS
DESIGNATED DIVISION MONITORING TEAM
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
PLANNING AND RESEARCH SECTION PERSONNEL
OTHER CONCERED PERSONNEL

1. This Office through the Planning and Research Section (PRS) of SGOD reiterates the strict implementation by all schools of the DepEd Order 03, s. 2018 and DepEd Orders 34 & 35, s. 2022 in the conduct of the activities relative to Beginning of School Year(BOSY) and Enrollment for SY 2022-2023
2. The indicative activities, composition of monitoring teams, monitoring tool, and schedule of monitoring are hereby attached for guidance.
3. Travel Authority of all the designated monitoring teams shall be prepared weekly by the Planning and Research Section(PRS) starting July 25 until September 2, 2022.
4. All teaching personnel who are involved in the Enrollment activities shall be given Service Credits of 5 days or equivalent to an actual service rendered pursuant to DepEd Order 67 s. 1998 and CSC Memorandum Circular No. 09, s. 1998" upon submission of 3 copies of DTR, individual ACR with pictorial and attached Certificate of Appearance if the activity was conducted in the community.
5. Expenses incurred relative to the conduct of this activity shall be charged to school/local MOOE funds subject to accounting, procurement, and auditing rules and regulations.
6. For information, guidance, and compliance of all concerned.



MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

RELEASED

Date: 7-25-22
Time: 10:33
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Reference: DepEd Order No. 3, s. 2018, DepEd Orders No. 34 & 35, s. 2022

**INDICATIVE ACTIVITIES FOR
BOSY & ENROLLMENT ACTIVITIES SCHOOL YEAR 2022-2023**

ACTIVITY	TIMELINE	INCHARGE
Enrollment	July 25-August 22, 2022	All Schools – School Heads
School Enrollment Online/ Offline Data Reporting to SDO thru PRS (Designated link shall be deployed for this report)	Every Tuesday & Thursday starting July 26,2022 and shall end August 23, 2022	All Schools – LIS Coordinator
District Online/Offline Enrollment Data Reporting to SDO thru PRS (Designated link shall be deployed for this report)	Every Monday starting August 1 and shall end August 30, 2022	PSDS or their authorized District Data Management Focal
Division Monitoring of the BOSY & Enrollment Activities (Online/Printed Monitoring Tool shall be deployed for the monitors, PSDSs, and to all schools). The Division Monitoring Teams shall submit to PRS the weekly ACR & Enrollment Data Summary Report per DLC every Friday starting July 29, 2022 and shall end by August 26, 2022	July 25 to September 2, 2022	Designated Division Monitoring Teams for BOSY & Enrollment SY 2022-2023

**COMPOSITION OF THE DIVISION MONITORING TEAMS FOR
BOSY & ENROLLMENT ACTIVITIES SCHOOL YEAR 2022-2023**

MONITORING TEAM	DLC	INDICATIVE SCHEDULE
TEAM 1 Mark Chester Anthony G. Tamayo Delilah M. Delos Santos Angelo V. Alcaraz Charliemagne Escobarte	I & II	July 25 to September 2, 2022
TEAM 2 Miguel Jr V. Dumas Jade B. Calleja Francisco A. Anchojas Roger D. Dagale	III & IV	July 25 to September 2, 2022
TEAM 3 Melani D. Escobarte Juliet L. Lim David C. Alcober Meriam Gualdrapa	V, VI, & VII	July 25 to September 2, 2022
TEAM 4 Ranulfo I. Baay Arnulfo Q. Banzon Jessica M. Abril Jennith Sabella II	VIII, IX, & X	July 25 to September 2, 2022

**MONITORING TOOL FOR
BOSY & ENROLLMENT ACTIVITIES SCHOOL YEAR 2022-2023**

Name of the School: _____ School I.D. _____ DLC: _____

Name of the School Head: _____ Position: _____

Date of the Monitoring: _____

Mark Check (/) for Grade Level Offerings: _____ Purely Elementary (K-G6)
 _____ Integrated School (K-Grade10)
 _____ Purely Junior High School (Grade 7-10)
 _____ JHS Senior High School (Grade 7-12)
 _____ Purely Senior High School (Grade 11-12)
 _____ Integrated School with SHS (Kindergarten to Grade

11&12)

COMPLIANCE CHECKLIST

INDICATOR	YES	NO	TECHNICAL ASSISTANCE/AGREEMENT/REMARKS
<p>Compliance to the Enrollment Policy (DO 3, s.2018)</p> <ul style="list-style-type: none"> • Age cut off for Kindergarten Learners cut of age 5 y/o by October 31, 2022 and upon the presentation of PSA Certificate of Live Birth during the enrollment. • Trans-In leaners from Public schools and Private schools shall present SF 9 or Report Card and in case SF 9 is not available, the enrolling teacher should let the parent/guardian to execute an affidavit of undertakings. • Trans-In learners from Private/SUCs with unpaid obligations shall be accommodated for enrollment and likewise the enrolling teacher should let the parent/guardian to execute an affidavit of undertaking and shall be notified that their child will be on "Temporary Enrolled" status unless the lacking document shall be complied by the concerned parent/guardian. 			
<p>Functional School Enrollment Committee</p>			

School Enrollment Plan stipulated in a School Memorandum/Office Order			
Conducted Enrollment & Oplan Balik Eskwela Advocacy Activities.			
Compliance to No Collection Policy.			
Compliance to Minimum Health Protocols as provided by D.O 43 & 35, s. 2022.			
Provision for the Inclusive Education Kiosk to cater all types of learners and stakeholders.			
Provision of Directory and Hotline Numbers and Public Assistance Kiosk to receive queries, clarifications, and complaints from our stakeholders.			

General Observations/ Best Practices:

PERCENTAGE OF ENROLLMENT AGAINST THE LAST SCHOOL YEAR

Enrollment SY 2021-2022 (as of BOSY Data) per Grade Level	Enrollment Data SY 2021-2022	Enrollment (Accumulated Data) as of to date	Percentage of Enrollment SY 2022-2023 against SY 2021-2022
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			

SPED Non-Graded			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
Indigenous Peoples (IPs) Learners (If applicable)			
ALIVE/Madrassah Learners (if applicable)			
Inclusive Education Program on Learners with Manifestation/Clinical & Medical			
Alternative Learning System Learners (for Central Schools Only with feeder CLCs)	BLP- A&E Elem- A&E Secondary-		
BALIK-ARAL LEARNERS (if applicable)			

Monitored by: _____

Conformed: _____ (Name of the School Head & Signature)

Date: _____