

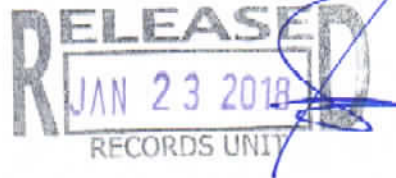


National Capital Region
DIVISION OF CITY SCHOOLS
Marikina



V. Gomez St., San Roque, Marikina City TeleFax.: 646-05-44 : 646-86-42

DIVISION OF CITY SCHOOLS
MARIKINA



January 22, 2018

DIVISION MEMORANDUM

No. 13, s. 2018

**ONLINE LEARNERS' ACCESS (OLA) OVERVIEW,
REGISTRATION PROCEDURES AND GUIDELINES**

To: Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

1. Pursuant to DepEd's early registration program for Kinder, Grades 1, 7 and 11 (SHS) which will start on January 27, 2018 and end on February 28, 2018, this Division will facilitate the registration activities through its Online Learners' Access initiative.
2. OLA is an online registration system which aims to ease the registration process. The objectives of the initiative are as follows:
 - allow learners to register online, anytime, anywhere;
 - facilitate a convenient, efficient, and easy registration process without requiring the parents/guardians and students to line-up in schools during the registration period;
 - retrieve and secure critical data which will be used to plan and prepare for the upcoming school year;
 - shorten the process of collecting, collating, and reporting data;
 - monitor learners' registration in real-time; and
 - allow the school and the learners to print the form for record-keeping.
3. There are three (3) ways to register:
 - 1) **Online registration in schools** – public schools will facilitate the registration of their learners using the DCP and internet facilities of the school. This method will guarantee the inclusion of all public school learners (incoming Grade 1, 7, and 11) during the registration period.
 - 2) **Online registration from home** – parents who have decided to transfer their child from a private school or from any public school outside Marikina City may opt for this method.
 - 3) **Manual registration** – this method of registration will apply to the following:
 - all Kindergarten applicants
 - Grades 1, 7, and 11 applicants from private schools with no access to internet.

Applicants will visit the nearest DepEd Marikina public school to request, fill, and submit the registration form. The teachers in-charge of the registration will be responsible for encoding the applicants' names in the OLA system.

4. Learner shall present the registration form during the school enrollment. The school enrollment officer shall validate the registration and all the information indicated in the prescribed form.
5. The progress of the registration will be monitored by the school, the division office, and the City Government of Marikina.
6. The policy on prioritization will be applied and catchment areas shall be defined in school advertisements (banners, flyers, announcement on social media).
7. Please take note that the early registration aims to collect data which will be used by school and educational managers to plan and prepare for opening of classes. Registered learners from private schools and public schools outside Marikina are still required to confirm their registration through enrollment which will be scheduled separately.
8. In this connection, all ICT Coordinators are invited to attend the orientation on Wednesday, January 24, 2018, 8:00am at Sta. Elena High School – Computer Lab1.
9. Immediate and wide dissemination of this Memorandum is desired.



SHERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent