MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Elementary/Secondary School Principals  
Officers-in-Charge  
Public Schools Only

EMERGENCY MEETING ON SCHOOL READINESS ASSESSMENT  
FOR S.Y. 2019-2020

This Office calls for an emergency meeting on April 16, 2019, Tuesday, 8:30 A.M. at the Division Office Audio Visual Room, 4th Floor, to discuss the following agenda:

b. Number of Available Classrooms per Level  
c. Number of Classes Organized  
d. Number of Teachers per Level  
e. Completed School Readiness Worksheet  
f. Other matters

Participants to this meeting are all School Principal/Officer-in-Charge, Mentees and School Coordinator-in-Charge of Class Program. Attendees are requested to bring laptop, extension wire and completed School Readiness Worksheet attached to this memorandum for the workshop.

Attendance to this meeting is a must.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO  
Officer-In-Charge  
Office of the Schools Division Superintendent

Incl: as stated
| Chapter | Number of SHIF | Number of Classes Taught | Number of Classrooms Taught | Quality of Education | Number of Registered Classrooms | Enrollment (Fall 2019) | Enrollment (Spring 2020) | Enrollment (Fall 2020) | Enrollment (Spring 2021) | Enrollment (Fall 2021) | Enrollment (Spring 2022) | Enrollment (Fall 2022) | Enrollment (Spring 2023) | Enrollment (Fall 2023) | Enrollment (Spring 2024) | Enrollment (Fall 2024) | Enrollment (Spring 2025) | Enrollment (Fall 2025) | Enrollment (Spring 2026) | Enrollment (Fall 2026) | Enrollment (Spring 2027) | Enrollment (Fall 2027) | Enrollment (Spring 2028) | Enrollment (Fall 2028) | Enrollment (Spring 2029) | Enrollment (Fall 2029) | Enrollment (Spring 2030) | Enrollment (Fall 2030) | Enrollment (Spring 2031) | Enrollment (Fall 2031) | Enrollment (Spring 2032) |
|---------|---------------|--------------------------|----------------------------|----------------------|---------------------------|-----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| TOTAL   |               |                          |                            |                      |                           |                             |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |                        |
| Capacity | Number of Teachers | Number of Classes | Number of Available Classrooms by Utility | Final Enrollment (Projected 2018) | Final Enrollment (based on registration data as of 2019) | Enrollment | Grade I | Grade II | Grade III | Grade IV | Grade V | Grade VI | Grade VII | Grade VIII | Grade IX | Grade X | Grade XI | Grade XII | TOTAL |
|----------|--------------------|------------------|------------------------------------------|-------------------------------|---------------------------------|-----------|--------|--------|------------|----------|---------|---------|------------|------------|---------|---------|---------|----------|--------|---------|
|          |                    |                  |                                          |                               |                                 |           |        |        |            |          |         |         |            |            |         |         |         |          |        |         |

**School Readiness Worksheet for SY 2019-2020 (Senior HS)**

[Department of Education National Capital Region Schools]