DIVISION MEMORANDUM
No. 049, s. 2020

ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2020-2021

To: OIC, Assistant Schools Division Superintendent
   Chief Education Supervisors, SGOD & CID
   Elementary and Secondary School Principals
   Officers-In-Charge
   Public and Private Schools
   All Others Concerned

1. In line with DepEd Order No. 008, s. 2020 re: "Guidelines on Enrollment for S.Y. 2020-2021 in the Context of the Public Health Emergency due to CoVID-19", this Office will facilitate the Online Enrolment for all prospective enrollees via google link:

   | Kindergarten | https://tinyurl.com/enrolkinder |
   | Grade 1      | https://tinyurl.com/enrolgrade1 |
   | Grade 7      | https://tinyurl.com/enrolgrade7 |
   | Grade 11     | https://tinyurl.com/enrolgrade11 |
   | Grades 2, 3, 4, 5, 6, 8, 9, 10 and 12 | https://tinyurl.com/enrolmarikina2020 |

2. Enrolment period is from June 1 to June 30, 2020 only. Parents/Guardians and/or enrollees including those pre-registered during the early registration period shall access the online link and provide correct and complete information of the learners through a Learner Enrolment and Survey Form (LESF).

3. School Heads of public schools are encouraged to designate teachers-in-charge per grade level to accommodate enrollees and monitor the progress of school enrolment. Teachers without advisory class may be appointed to accommodate kindergarten, transferees, and Balik-Aral enrollees.

4. Private schools in basic education, Local and State Universities and Colleges (LUCs/SUCs), and Higher Education Institutions (HEIs) offering basic education are encouraged to adapt the enrolment guidelines indicated in DepEd Order 008, s. 2020 to their specific contexts.

5. Schools shall exhaust all possible means to conduct remote enrolment (a process of registering learners conducted without face-to-face interaction) for the first two weeks unless otherwise necessary, physical submission of enrolment data shall be done on the third week of the enrolment period guided by the minimum health and safety protocols in the locality, and properly coordinated as to date and time, and with LGU officials of the barangay level.
6. Designated teachers in the public schools and LIS-In-Charge in the private schools shall encode the LESF data collected from Grades 1 to 12 in the End-of-School-Year Learner Information System (EOSY-LIS) Module not later than July 7, 2020. Encoding schedules and instructions shall be posted in the LIS.

7. School Heads shall ensure that all teachers have the means and support to encode LESF data in the LIS and extend assistance to teachers who have existing medical conditions.

8. Should there be any concerns that need to be addressed, kindly communicate to the Schools Governance Operations Division (SGOD) via email: sgod.marikina@deped.gov.ph or doris.jasme@deped.gov.ph and telephone numbers 75086113 and 85351327.

9. Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA (Sgd.)
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

Incls.: None
Reference: DepEd Order No. 008, s. 2020