MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public and Private Schools
All others concerned

LEARNERS’ ENROLMENT DATA FOR
SY 2019-2020 AND SY 2020-2021

Attached is Regional Memorandum No. 266, s. 2020 dated September 14, 2020, re: Learners’ Enrolment Data for SY 2019-2020 and SY 2020-2021, content of which is self-explanatory, for information and guidance of all concerned.

Hereunder are the formats for the said reports:

- The template to be submitted should be in excel file;

<table>
<thead>
<tr>
<th>LRN</th>
<th>Name (First Name, Last Name, MI)</th>
<th>Complete Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- grade levels in different sheets; and
- name the two (2) files with the school name. (e.g. Sto. Niño ES Learners’ Enrolment Data SY 2019-2020/ Sto. Niño ES Learners’ Enrolment Data SY 2020-2021).

All public and private schools are enjoined to submit the files to http://bit.ly/SDOMarikinaCityLearnersEnrolmentData on or before September 24, 2020 for consolidation.

Immediate and wide dissemination of this Memorandum is desired.

SHERYL I. GABILA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

September 16, 2020
REGIONAL MEMORANDUM
No. NCR-2-6-65, 2020

TO:    Schools Division Superintendents
       Planning Officers
       Heads, Private Schools on Basic Education

FROM:  MALCOLM S. GARMA
       Director IV

SUBJECT: Learners' Enrolment Data for SY 2019-2020 and
         SY 2020-2021

DATE:  September 14, 2020

It has been observed that there is an increasing trend in public school enrolment due to migration of learners from private to public schools. However, a number of learners that were not able to re-enter to either public or private school system is becoming a pressing concern in the Region. Thus, the need to trace where these learners are.

To address this concern, Schools Division Offices (SDOs), through the Division Planning Officers and Private Schools Focal persons are requested to gather and consolidate learners' data from public and private schools, respectively, for two (2) consecutive school years, i.e., SY 2019-2020 and SY 2020-2021. More particularly, the LRN and complete learners' names per grade level per Division shall be submitted to this Office via google drives. In these drives, there should be three (3) reports to be generated and uploaded (see attached table with Google drive links).

Deadline for the uploading of excel files in designated google drives will be on or before September 28, 2020. For further queries, you may email the Quality Assurance Division (QAD) at: depednrcqad@gmail.com.

For information and proper action of all concerned personnel.

Attached: as stated
REPORTS TO BE UPLOADED IN THE GOOGLE DRIVE PER SDO

1) List of Learners with complete data: LRN, COMPLETE NAME, ADDRESS for SY 2019-2020;
2) Consolidated Report on Learners per SDO
3) List of Learners with complete data: LRN, COMPLETE NAME, ADDRESS for SY 2020-2021.

Note: In each folder in the drive, there are templates to be used in capturing and consolidating learners’ Data for two (2) consecutive school year.

LINKS TO GOOGLE DRIVE FOLDERS

<table>
<thead>
<tr>
<th>Google Drive Links</th>
<th>SY 2019-2020</th>
<th>SY 2020-2021</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://preview.tinyurl.com/LEARNERSDATASY2019-2020">https://preview.tinyurl.com/LEARNERSDATASY2019-2020</a></td>
<td></td>
<td></td>
<td>Upload your consolidated excel file in the designated folder for your SDOs in the google drive links provided</td>
</tr>
<tr>
<td><a href="https://preview.tinyurl.com/LEARNERSDATASY2020-2021">https://preview.tinyurl.com/LEARNERSDATASY2020-2021</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A legacy as rich as excellence!