



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



PPRD-RM-2024-470



2 July 2024

**Regional Memorandum**  
No. 470 s. 2024

**SUBMISSION OF DIVISION CONSOLIDATED ENROLLMENT  
REPORT FOR SCHOOL YEAR 2024-2025 USING  
A CENTRALIZED TEMPLATE**

To **Schools Division Superintendents**

1. With reference to the attached Unnumbered Memorandum from the Offices of Undersecretary and Assistant Secretary for Administration and Assistant Secretary for Operations titled **REPORTING OF REGIONAL ENROLLMENT FOR SCHOOL YEAR 2024-2025 USING A CENTRALIZED TEMPLATE** dated June 25, 2024, this Office through the Policy, Planning and Research Division issues *additional guidelines* for the compliance of Schools Division Offices.
2. All Schools Division Superintendents through the assistance and collaboration of their respective Planning Officers and Private School Coordinators are requested to submit their daily division consolidated enrollment reports to this Office.
3. The submission of report following the timeline outlined in the reference memorandum shall be made by updating the regional online reporting facility which can be accessed through this link: **[bit.ly/R4a-EnrollmentReport-SY24-25](https://bit.ly/R4a-EnrollmentReport-SY24-25)**
4. To ensure credibility and accuracy of the submitted reports, the editing access of this link shall be only restricted to the DepEd email addresses of Division Planning Officers.
5. For any concerns, queries, or clarifications, you may coordinate with Mr. Adrian A. Bullo, or Ms. Jona M. Malonzo, Regional Planning Officers, through email at [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph).
6. Immediate dissemination of and compliance with this memorandum are desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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**MEMORANDUM**

**TO:** **Minister, Basic, Higher and Technical Education,  
BARM**  
**Regional Directors**  
**Schools Division Superintendents**  
**Public and Private Elementary and Secondary School  
Heads**  
**State/Local Universities and Colleges Heads**  
**Philippine Schools Overseas Heads**  
**All Others Concerned**

**FROM:** **NOLASCO A. MEMPIN**  
Undersecretary for Administration

**NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge, Planning Service

**FRANCIS CESAR B. BRINGAS**  
Assistant Secretary for Operations-Field Operations

**SUBJECT:** **REPORTING OF REGIONAL ENROLLMENT FOR SCHOOL  
YEAR 2024-2025 USING A CENTRALIZED TEMPLATE**

**DATE:** June 25, 2024

The Department of Education issues this Memorandum to provide guidance on the collection of School Year 2024-2025 Regional Enrollment in the template to be provided by the Planning Service – Education Management Information System Division (PS-EMISD).

The abovementioned collection of regional enrollments is part of the data collection activities of the Department which aim to account at least the number of learners

enrolled in the basic education prior to the official start of SY 2024-2025 on July 29, 2024. The data collected will be utilized by the Department for internal use and to have actual data that can be released to media on the said date.

In this regard, all Regional Directors are instructed to report their respective regional enrollment from **July 03-26, 2024** in the official template that can be accessed through this centralized link <https://bit.ly/EnrollmentDataTemplate>. Likewise, the Schools Division Superintendents shall be responsible in reporting to their Regional Directors the total enrollment of all public and private schools, including State/Local Universities and Colleges (SUCs/LUCs) offering basic education within their respective jurisdictions in the data collection platform or link separately created and maintained by their Region.

All public and private schools shall report their enrollment from the aforementioned data collection timelines to the Schools Division Superintendents. Meanwhile, the Philippine Schools Overseas (PSOs) shall report their enrollment to the Private Education Office (PEO).

Please note that all public and private schools, SUCs/LUCs and PSOs offering basic education still need to enroll and update the profile of their learners in the Learner Information System - Beginning of School Year (LIS-BOSY) 2024-2025 encoding which period of collection will be announced in a separate Memorandum.

For your information and ready reference, please refer to the summary of responsibilities and timelines for the reporting of regional enrollment, as shown below:

<b>Responsible Officer</b>	<b>Tasks</b>	<b>Timelines</b>
<b>Regional Directors</b>	<ul style="list-style-type: none"> <li>Report the Regional Enrollment to the centralized link.</li> <li>Create and maintain a separate link for the collection of enrollment of all Schools Division Offices within their region.</li> </ul>	July 22-26, 2024
<b>Schools Division Superintendents</b>	<ul style="list-style-type: none"> <li>Submit the consolidated enrollment data within their respective jurisdiction.</li> <li>Data to be reported shall include enrollment of all public and private schools, and SUCs/LUCs.</li> </ul>	July 03-26, 2024
<b>School Heads</b> <i>(Public, Private, SUCs/LUCs)</i>	<ul style="list-style-type: none"> <li>Report their school enrollment to the Schools Division Superintendents for consolidation</li> </ul>	July 03-26, 2024

<b>Philippine Schools Overseas</b>	• Official enrollment shall be submitted to the Private Education Office	July 03-22, 2024
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Only the Regional Directors, Office of the Assistant Secretary for Administration (OASA), Office of the Assistant Secretary for Operations – Field Operations, PS-EMISD, and Private Education Office should have access and permission to edit and generate data to this link.

For further questions related to this matter, please contact PS-EMISD through the telephone numbers (02) 8635-3958/8635-3986 or email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

Immediate dissemination and strict compliance are desired.