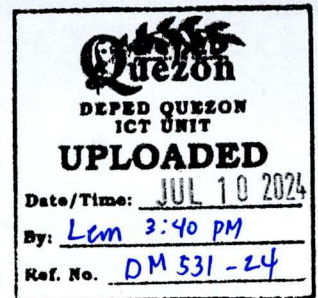




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 July 2024

**DIVISION MEMORANDUM**  
**DM No. 531, s. 2024**

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

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Private and Public School Heads  
All Others Concerned

1. In reference to the Memorandum dated June 25, 2024, re: Reporting of Regional Enrollment for School Year 2024-2025 Using a Centralized Template, this office enjoins all public and private schools to encode their enrollment through the link: **<https://tinyurl.com/QueEnrollment24-25>**.
2. Updating of enrollment in the said link shall be done daily from **July 3-26, 2024**, for schools with internet connectivity. For schools in hard-to-reach areas or with poor or no internet connectivity, updates should be done every Friday.
3. To ensure 100% compliance, districts can create their localized enrollment links before submitting to the division link. Schools can also directly encode their data. However, the Public Schools District Supervisors (PSDSs) or designated personnel assigned shall monitor the encoding of all schools, keeping in mind that the accuracy of the reported data is of utmost priority.
4. Please be advised that the division template shall only be modified by personnel from the Planning and Research Section (Planning). Exercise caution when encoding and avoid deleting data, rows, columns, cells, and formulas.

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Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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5. Widest dissemination of and strict compliance with this Memorandum is earnestly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent   


Parmjdf07/05/2024

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

OUA-OUT- \_\_\_\_\_

**MEMORANDUM**

**TO:** Minister, Basic, Higher and Technical Education,  
BARMM  
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



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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:

Responsible Officer	Tasks	Timelines
<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> (Public, Private, SUCs/LUCs)	<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>	<ul style="list-style-type: none"> <li>Official enrollment shall be submitted to the Private Education Office</li> </ul>	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.