



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**



July 9, 2024

DIVISION MEMORANDUM
No. **318**, s. 2024

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

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads / Administrators
All Others Concerned

1. Pursuant to the attached Regional Memorandum, no. 575, s. 2024, titled: REPORTING OF REGIONAL ENROLLMENT FOR SCHOOL YEAR 2024-2025 USING A CENTRALIZED TEMPLATE, which is self-explanatory. All public and private schools are directed to report and update their daily enrollment.
2. Public Schools District Supervisors shall facilitate and monitor in the updating of the said report using this link <https://tinyurl.com/QuickCount-BOSY-2024-2025> from July 3 – 26, 2024. The link per district were also sent to the respective PSDSs for easy access.
3. Widest and immediate dissemination of this Memorandum is desired.


CASIANA P. CABERTE Ph.D., CESO VI
Schools Division Superintendent 

CPC/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. 575, s. 2024

03 JUL 2024

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

To: Schools Division Superintendent
 All Others Concerned

1. In accordance with the Joint Memorandum issued by the Office of the Undersecretary for Administration titled "*Reporting of Enrollment for School Year 2024-2025 Using a Centralized Template*", dated 25 June 2024, herein attached, this Office, through the Policy, Planning and Research Division will collect division enrollment data with the aim to account number of learners enrolled prior to the official start of the SY 2024-2025 on July 29, 2024.
2. With this, all Schools Division Superintendent are instructed to submit report on their respective division-level enrollment from July 03-26, 2024, in the official regional template accessible through this link <https://tinyurl.com/5evm8u8a>.
3. For your information and ready reference, please refer to the attached Memorandum for a summary of responsibilities and timelines regarding the reporting process.
4. Please ensure strict compliance with the specified reporting timelines to facilitate effective planning and allocation of resources for the upcoming school year. For assistance, kindly contact the Policy, Planning and Research Division at pprd.ro7@deped.gov.ph.
5. Immediate dissemination and of strict compliance with this Memorandum is desired.

SALUSTIANO T. JIMENEZ EdD, JD, CESO V
 Director IV
 Regional Director

STJ/FYA/PPRD/BDT/agd

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Department of Education

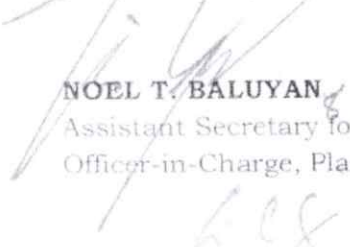
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

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

Philippine Schools Overseas	• 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.

Immediate dissemination and strict compliance are desired.