



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 751 s. 2024

To: Schools Division Superintendents

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

1. Per attached MEMORANDUM from the Office of the Undersecretary & Assistant Secretary for Administration & Field Operations dated June 25, 2024, all Schools Division Superintendents are instructed to report their respective SY 2024-2025 enrollment from July 3-26, 2024 for all public, private and State Colleges and Universities at <https://tinyurl.com/enrolROone>. This is 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.

2. It is reiterated that all public and private schools including 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.

2. For immediate dissemination and strict compliance is desired.

TOLENTINO G. AQUINO
 Director IV

Encl. Memorandum from The Office of Undersecretary & Asst. Secretary for Administration dated June 25, 2024
 To be indicated in the Perpetual Index
 Under the following subjects:

ATTENDANCE BASIC EDUCATION DATA ENROLLMENT

PPRD/pjc/RM_2024enrollment
 July 2, 2024



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July 03, 2024

**TO: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID, SGOD)
 Elementary and Secondary Schools Heads/Administrators (Public, Private, SUC)
 All Others Concerned**

School Heads are instructed to report their respective SY 2024-2025 enrollment from **July 3-26, 2024** through the link <https://tinyurl.com/QC-enrollment> with a cut-off time of 4:00 PM daily.

For information, guidance and strict compliance.



VILMA D. EDA, CESO V
 Schools Division Superintendent



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- It is reiterated that all public and private schools including 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.
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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
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.



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