



Republic of the Philippines  
**Department of Education**  
 REGION I

**REGIONAL MEMORANDUM**

No. 914 s. 2024

To: Schools Division Superintendents



**REPORTING OF SCHOOL YEAR 2024-2025 SCHOOL LEVEL ENROLLMENT**

- Per attached Advisory from the Office of the Chief, Planning Service – Education Management Information System (PS – EMISD) dated August 1, 2024, Division Planning Officers are directed to submit the daily school level updated enrollment report for SY 2024-2025 at [tinyurl.com/LEVELro1school](https://tinyurl.com/LEVELro1school).
- To ensure the timely submission of the said report to the PS – EMISD, daily cut off will be every 4:00PM.
- For immediate dissemination and strict compliance is desired.

For the Regional Director:

*Rhea Joy L. Carbonell*  
**ATTY. RHEA JOY L. CARBONELL**  
 Chief Administrative Officer  
 Administrative Division

Encl.: Advisory from the Office of the Chief, Planning Service – Education Management Information System (PS – EMISD) dated August 1, 2024  
 To be indicated in the Perpetual Index  
 Under the following subjects:

ATTENDANCE      BASIC EDUCATION      DATA      ENROLLMENT

PPRD/pjc/RM\_2024enrollment  
 August 6, 2024



Flores St., Catbangen, City of San Fernando, La Union  
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August 7, 2024

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

Schools and CLCs are advised to encode and report the daily enrollment data for SY 2024-2025 at <https://tinyurl.com/VCErollmentQC> with daily cut-off at 3:00 PM for timely submission at RO-PPRD and CO-PS-EMISD.

For your information, guidance and strict compliance.

*Vilma D. Eda*  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent





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Republic of the Philippines  
Department of Education  
PLANNING SERVICE

Office of the Director

## ADVISORY

**FOR:** ALL PPRD CHIEFS  
ALL REGIONAL PLANNING OFFICERS  
ALL SCHOOLS DIVISION PLANNING OFFICER

**FROM:**   
**MARIETA C. ATIENZA**  
Project Development Officer V  
Chief, PS-EMISD

**SUBJECT:** REPORTING OF SCHOOL YEAR 2024-2025 SCHOOL-  
LEVEL ENROLLMENT

**DATE:** 01 AUGUST 2024

The Office of the Secretary requested the Planning Service (PS) to submit school-level enrollment reports. As agreed during the meeting of the Administration Strand with Undersecretary Wilfredo E. Cabral, the Planning Service - Education Management Information System Division (PS-EMISD) will collect through a centralized template the School Year 2024-2025 School - Level enrollment from all regions to monitor the daily enrollment and reporting compliance of all schools for the Quick Count.

In this regard, the Regional Planning Officers (RPOs) shall encode/report the school-level enrollment of all schools in their region in the centralized link. The Division Planning Officers (DPOs) shall also submit the data to their Regional Planning Officers for easy consolidation.

Also, a separate link will be provided to the RPOs to gather the enrollment analysis and the issues and challenges they have encountered during enrollment of each division office.

Only the RPOs shall have access to the centralized links shared through email.

For any clarifications, contact **Mr. Ariel C. Tandingan** and **Mr. Julius G. Briones** of the 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).