



2017 - 2027

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. **6**, s. 2026

**SUBMISSION OF DATA ON LATE ENROLEES AND ABSENTEEISM
(SY 2025-2026)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schools Heads
Others Concerned

1. In reference to Regional Memorandum No. 1718, s. 2025 entitled "Submission of Report on Late Enrollees and Absenteeism, School Year 2025-2026," and pursuant to the request of the Second Congressional Commission on Education (EDCOM 2), as instructed by OIC-Undersecretary Carmela I. Oracion, requiring the submission of consolidated data disaggregated per Schools Division, in aid of policy review and recommendations.

2. In compliance therewith, all public schools are hereby directed to submit complete and accurate data on the following:

A. Absenteeism Data

Number of learners per Key Stage, covering the period June to December 2025, disaggregated according to the number of days absent:

- 20 days and above
- 15-19 days
- 10-14 days
- 10 days and below

B. Late Enrollees Data

Number of learners per Grade Level, referring to learners who enrolled beyond the official enrollment period, specifically on or after August 9, 2025.

3. To fast-track compliance, all concerned shall accomplish the official prescribed template through the link: <https://tinyurl.com/AbsenteeismLate>.

4. All schools shall submit the accomplished template on or before January 6, 2026, to allow sufficient time for validation, consolidation, and submission of the Division report to the Regional Office, as required.

5. Immediate dissemination of and strict compliance with this Memorandum is directed.



VILMA D. EDA, CESO V
Schools Division Superintendent

Reference: EDCOM 2 letter request
Enclosure: Regional Memorandum No. 1718, s. 2025
BY:

SGOD/gpc/LIS

Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com
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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1718 s. 2025

**SUBMISSION OF REPORT ON LATE ENROLLEES & ABSENTEEISM
SCHOOL YEAR 2025-2026**

To: Schools Division Superintendents

1. In compliance with the directive from the Office of Undersecretary for Learning System Strand, please submit to the Policy, Planning and Research Division (PPRD) at **pprd.region1@deped.gov.ph** the Report on Late Enrollees and Absenteeism, SY 2025-2026 on or before December 29, 2025, using the attached official template.

2. Official Template to be used can be downloaded at:
<https://tinyurl.com/y6w3p9se>.

3. For information, guidance, and compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: As stated.

Reference: none

To be indicated in the Perpetual Index
Under the following subjects:

ABSENCES

DATA

BASIC EDUCATION

ENROLLMENT

PPRD/pjc/RM_absenteeism
December 22, 2025



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SUBMISSION OF REGIONAL DATA REQUESTED BY EDCOM 2

From Governance and Operations - Regional Focal Secretariat <rfs.govops@deped.gov.ph>

Date Fri 12/19/2025 3:10 PM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; PAU NCR <pau.ncr@deped.gov.ph>; HRDD REGION 6 <region6.hrdd@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; ORD REGION1 <ord.region1@deped.gov.ph>; OFFICE OF THE REGIONAL DIRECTOR DEPED RO2 <ord.region2@deped.gov.ph>

Cc Office of the Undersecretary for Operations <ouops@deped.gov.ph>; Office of the Assistant Secretary for Education Governance <oaseg@deped.gov.ph>; Office of the Undersecretary for Curriculum and Teaching (OUCT) <ouct@deped.gov.ph>

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Dear Sir and Ma'am RDs,

Merry Christmas!

1. This is with reference to the request of the Second Congressional Commission on Education (EDCOM 2) as instructed by OIC-USec Carmela Oracion that all Regional Offices are required to submit consolidated regional data disaggregated per Schools Division, in aid of policy review and recommendation. Hence, all Schools Division Offices (SDOs) are hereby directed to submit the following data to the Regional Office for consolidation:

A. **Absenteeism Data** (Number of Learners per Division, per Key Stage) from June to December 2025, disaggregated according to the number of days absent:

- 20 days and above
- 15-19 days
- 10-14 days
- 10 days and below

B. **Late Enrollees Data** (Number of Learners per Division, per Grade Level). Those learners who enrolled beyond the official enrollment period or upon the opening of _____ classes.

2. To fast track compliance, please access the link provided below and accomplish the prescribed template with complete and accurate data. The deadline of submission is on or before **December 29, 2025**.

Data on Absenteeism and Late Enrolment

3. You may contact us, Regional Focal Secretariat Directors (RFS), assigned in your respective regions via email at rfs.govops@deped.gov.ph or Tel No.: **(02) 8633-7213** for inquiries and further information, you may coordinate them directly via their individual official email address.



Please refer to the enclosed copy.

4. DepEd Memorandum pertaining to this matter will be issued soonest.
We are happy to collaborate with you.

Thank you. God bless.

Very truly yours,

RFS Directors

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