



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

---

16 April 2020

Office of the Schools Division Superintendent

**SCHOOLS DIVISION MEMORANDUM 184, s. 2020**

**ENROLLMENT MODES FOR ALL INCOMING LEARNERS  
SCHOOL YEAR (SY) 2020-2021**

To: **All Public Schools District Supervisors**  
**Public and Private Elementary School Heads**  
**Public and Private Secondary School Heads**  
**Others Concerned**

1. Relative to Department of Education (DepEd) Order 8, series of 2020 entitled *Basic Education Enrollment Policy*, the field is informed of the online enrollment system for all incoming learners in SDO Baguio City for School Year (SY) 2020-2021 as a proactive response from the current pandemic crisis.
2. There are four enrollment modes as follows: (1) Online Enrollment for Old Learners who are promoted from the same school for SY 2019-2020; (2) Online Enrollment for Transferees and New Learners from other schools; (3) Forwarding System from Grade 6 and 10 originating schools to target catchment schools; and (4) Face to Face Enrollment System following the traditional enrollment procedures.
3. Enclosures of this Memorandum on the modes of enrollment are as follows:
  - a. Enclosure 1: First Mode: Online Enrollment for Old Learners (*The sample online enrollment confirmation form through google form can be accessed at [bit.ly/34LrZu8](http://bit.ly/34LrZu8).*)
  - b. Enclosure 2: Second Mode: Online Enrollment for Transferees and New Learners (*The sample online enrollment form through google form can be accessed at [bit.ly/34NJqub](http://bit.ly/34NJqub).*)
  - c. Enclosure 3: Third Mode: Forwarding System
  - d. Enclosure 4: Fourth Mode: Face to Face Enrollment System
4. All schools are advised to:
  - a. Conduct an information education campaign (IEC) through available online and offline platforms to target learners. Coordination with the Parents-Teachers Association (PTA) and Barangay Officials are encouraged.
  - b. Prepare confirmation form through google form and other available online and offline platforms such as but not limited to FB messaging, Viber, text messaging, among others. Video tutorial on the creation of google form can be accessed through **[bit.ly/34HoCV8](http://bit.ly/34HoCV8)**.
  - c. Employ other school-based strategies to ensure all learners will be enrolled in school for SY 2020-2021 accordingly.



5. Private schools are highly encouraged to adopt/adapt to the process.
6. Immediate and wide dissemination of this Memorandum is required.

**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent



**FIRST MODE: ONLINE ENROLLMENT FOR OLD LEARNERS  
(THE SAME SCHOOL) FOR SCHOOL YEAR (SY) 2020-2021**

**INTEGRATED PROCESS WORKFLOW**

PROCESS OWNER	INPUT	PROCESS	OUTPUT	OUTCOME
SCHOOL	List of promoted learners based on SF 5 and 6; SF 9 and/or 10  *Provide indicative Grade level and Section		Indicative enrollment list for SY 2020-2021	Enrolled current learners
PARENT/ GUARDIAN	Confirmation with the following data elements: <ul style="list-style-type: none"> <li>Name of child/ward (Last name, First name, Middle Name)</li> <li>Birthdate (Month/Day/Year)</li> <li>Name and contact number of the parent/guardian</li> </ul>		Official enrollment list	Enrollment of child/ward confirmed
SCHOOL	Enrollment data		Real-time enrollment data	Consolidated data as input for planning
CID-PSDS	Monitoring of data inputs by schools within the district		List of schools monitored	100% updated and accurate enrollment data
SGOD- Planning and Research	Consolidated data per school		Division enrollment report disaggregated into school, sex, grade level, and track and strand for SHS.	Deployment Analysis and other related educational planning reports
SGOD- School Management, Monitoring, and Evaluation	Monitoring and evaluation tool		M & E Report	Continual improvement in the quality management system (QMS)



**SECOND MODE: ONLINE ENROLLMENT FOR TRANSFEREES AND NEW LEARNERS (FROM OTHER SCHOOL) FOR SCHOOL YEAR (SY) 2020-2021**

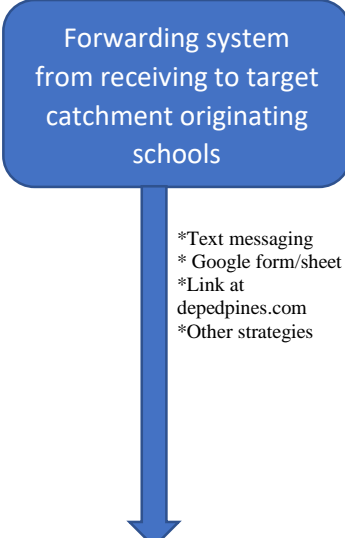
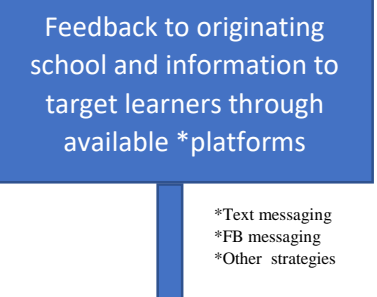
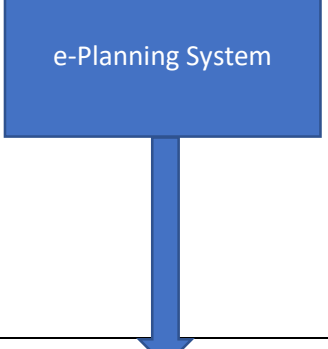
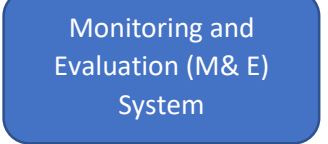
**INTEGRATED PROCESS WORKFLOW**

PROCESS OWNER	INPUT	PROCESS	OUTPUT	OUTCOME
PARENT/ GUARDIAN	<p>Generic data elements For Kinder to Grades 10:</p> <ul style="list-style-type: none"> <li>o Name of child/ward (Last name, First name, Middle Name)</li> <li>o Birthdate (Month/Day/Year)</li> <li>o Incoming grade level</li> <li>o Last grade promoted</li> <li>o Last school and school year attended</li> <li>o Name of parent/guardian</li> <li>o Name and contact number parent/guardian</li> <li>o PEPT or A &amp; E (ALS Passer)</li> </ul> <p>Grades 11-10</p> <ul style="list-style-type: none"> <li>• Generic data elements plus Track and Strands</li> </ul>	<div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 10px; border-radius: 15px; width: fit-content; margin: 0 auto;">Online enrollment through *platforms</div> <div style="text-align: center; margin: 5px 0;">↓</div> <p>*Text messaging * Google form *Through Barangay Officials/PTA Officers *Link at depedpines.com</p>	-	Enrolled child/ward
SCHOOL	<p>Feedback</p> <p>*Provide indicative grade level and section</p>	<div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 10px; border-radius: 15px; width: fit-content; margin: 0 auto;">Feedback through available *platforms</div> <div style="text-align: center; margin: 5px 0;">↓</div> <p>*Text messaging *FB messaging *Other strategies</p>	Official enrollment list	Enrollment of learner in proper grade level
SCHOOL	Enrollment data	<div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 10px; border-radius: 15px; width: fit-content; margin: 0 auto;">e-Planning System</div> <div style="text-align: center; margin: 5px 0;">↓</div>	Real-time enrollment data	Consolidated data as input for planning
CID-PSDS	Monitoring of data inputs by schools within the district		List of schools monitored	100% updated and accurate enrollment data
SGOD- Planning and Research	Consolidated data per school		Division enrollment report disaggregated into school, sex, grade level, and track and strand for SHS.	Deployment Analysis and other related educational planning reports
SGOD- School Management, Monitoring, and Evaluation	Monitoring and evaluation tool	<div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 10px; border-radius: 15px; width: fit-content; margin: 0 auto;">Monitoring and Evaluation (M&amp;E) System</div>	M & E Report	Continual improvement in the quality management system (QMS)



**THIRD MODE: FORWARDING SYSTEM  
(FROM ORIGINATING TO TARGET CATCHMENT RECEIVING SCHOOL)**

**INTEGRATED PROCESS WORKFLOW**

PROCESS OWNER	INPUT	PROCESS	OUTPUT	OUTCOME
ORIGINATING SCHOOL	List of promoted learners for Grades 6 and 10 for SY 2019-2020 to target catchment receiving school  Data elements: ○ Originating school ○ Grade level ○ Name of learners (Last name, First name, middle name) ○ Address of learners	 <p>Forwarding system from receiving to target catchment originating schools</p> <p>*Text messaging * Google form/sheet *Link at <a href="http://depedpines.com">depedpines.com</a> *Other strategies</p>	List of promoted learners for Grades 6 and 10 for SY 2019-2020 (e.g. list of promoted Grade 6 learners from Lucban Elementary School to nearest catchment junior high schools)	Learners are included in the indicative list for SY 2020-2021
TARGET/ CATCHMENT RECEIVING SCHOOL	Confirmation from originating school and information to target learners based on their residence	 <p>Feedback to originating school and information to target learners through available *platforms</p> <p>*Text messaging *FB messaging *Other strategies</p>	Confirmation letter or text messaging to originating school  Indicative learners from forwarding system	Target learners are informed of possible school to enroll in next grade level
ACTUAL RECEIVING SCHOOL	Enrollment data	 <p>e-Planning System</p>	Real-time enrollment data	Consolidated data as input for planning
CID-PSDS	Monitoring of data inputs by schools within the district		List of schools monitored	100% updated and accurate enrollment data
SGOD- Planning and Research	Consolidated data per school		Division enrollment report disaggregated into school, sex, grade level, and track and strand for SHS.	Deployment Analysis and other related educational planning reports
SGOD- School Management, Monitoring, and Evaluation	Monitoring and evaluation tool	 <p>Monitoring and Evaluation (M&amp;E) System</p>	M & E Report	Continual improvement in the quality management system (QMS)



**FOURTH MODE: FACE TO FACE ENROLLMENT SYSTEM**

**INTEGRATED PROCESS WORKFLOW**

PROCESS OWNER	INPUT	PROCESS	OUTPUT	OUTCOME
PARENT/ GUARDIAN	Enrollment intent of child/ward	Face to face enrollment through the enrollment form	Filled-out enrollment form	Enrolled child/ward
SCHOOL	Feedback  *Provide indicative grade level and section	On the spot feedback	Official enrollment list	Enrollment of learner in proper grade level
SCHOOL	Enrollment data	e-Planning System	Real-time enrollment data	Consolidated data as input for planning
CID-PSDS	Monitoring of data inputs by schools within the district		List of schools monitored	100% updated and accurate enrollment data
SGOD- Planning and Research	Consolidated data per school		Division enrollment report disaggregated into school, sex, grade level, and track and strand for SHS.	Deployment Analysis and other related educational planning reports
SGOD- School Management, Monitoring, and Evaluation	Monitoring and evaluation tool	Monitoring and Evaluation (M&E) System	M & E Report	Continual improvement in the quality management system (QMS)

