

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

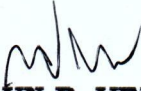
22 June 2020

Office of the Schools Division Superintendent
SCHOOLS DIVISION MEMORANDUM 256, s. 2020

Orientation on Learner Enrollment and Survey Form (LESF) and Facilities

To: **All Public Schools District Supervisors**
Public and Private Elementary and Secondary School Heads
Public and Private Registered Guidance Counselors
Learner Information System (LIS) Coordinators
Public and Private Schools Class Advisers
Others Concerned

1. Relative to Department of Education (DepEd) Order 8, series of 2020 entitled *Guidelines on Enrollment for School Year 2020-2021 in the Context of the Public Health Emergency Due to COVID-19*, the **Schools Governance and Operations Division (SGOD) through the Planning and Research (PR) Section will conduct an orientation on Learner Enrollment Survey Form (LESF) as new facility in the Learner Information System on June 29, 2020 at 8:30 AM to 11:30 AM via Zoom platform. Link will be sent to school gmail accounts on the day of the orientation.**
2. The activity aims to (a) update and provide guidelines on the latest policies and issuances concerning Learner Information System to the public and private schools; (b) relay the alternative data gathering tool for the LESF through google sheet as indicated in DepEd Memorandum PHRODFO-2020-00197 entitled *Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form*; and (c) deploy the google sheet links on Daily Enrollment for Private Schools for School Year 2020-2021.
3. Participants in this orientation will be one (1) School Head and LIS Coordinator per school.
4. Immediate and wide dissemination of this Memorandum is required.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 