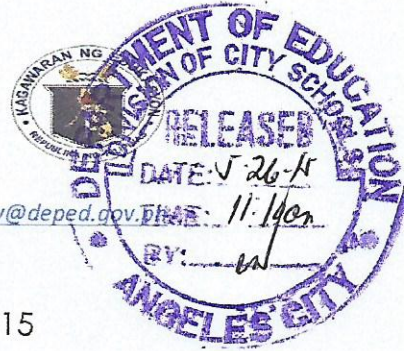




**Department of Education
Region III
DIVISION OF ANGELES CITY**

Jesus Street, Pulungbulu, Angeles City 2009

Tel.No.: (045) 322-4702/ 322-5722/ Fax No. 887-6099/Email Add: angeles.city@deped.gov.ph



May 26, 2015

**DIVISION MEMORANDUM
No. 88 S. 2015**

DIVISION MONITORING OF SCHOOL ENROLMENT

**TO: EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY
SCHOOL HEADS
CURRICULUM IMPLEMENTATION DIVISION
SCHOOL GOVERNANCE AND OPERATIONS DIVISION**

1. This is to inform the field that a Division Monitoring of School Enrolment is scheduled from May 26, 2015 to June 5, 2015.
2. The objective is to assist school heads check and validate the year-end enrolment SY 2014-2015, early registrants and actual enrolment SY 2015-2016, transferees from private schools, number of teachers, number of classes, number of available classrooms, school cleanliness, enrolment orderliness and compliance to DepEd Orders and Memoranda on Enrolment.
3. Attached herewith are the School Enrolment Monitoring Form, the Monitoring Form for Oplan Balik Eskwela and the Assignment of the Division Monitors.
4. For immediate and wide dissemination of this Memorandum.

NICOLAS T. CAPULONG, Ph. D., CESO V
Schools Division Superintendent



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



MONITORING FORM FOR OPLAN BALIK ESKWELA
May 25-29, 2015

School Monitored: _____ Principal: _____

SCHOOL ENROLMENT COMMITTEE

Chairman (School Principal)	
Members:	
1.	
2.	
3.	
4.	

A. SCHOOL CLEANLINESS AND ENROLMENT ORDERLINESS AND COMPLIANCE TO DEPED ORDERS

Details	Evident (100% Compliance)	Slightly Evident (50-90% compliance)	Not Evident (10-40% compliance)	OBE Remarks (Leave this blank)
1. The school is trash-free.				
2. "NO COLLECTION POLICY" signage is posted in front of the gate/conspicuous place.				
3. There are no collections on the following :				
a. Back accounts last SY				
b. ID				
c. School Uniform/ Patches				
d. Kinder books				
e. SSC/SPED Class books				
e. Janitor				
f. Enrolment Form				
g. Form 137 and Form 138				
3. Classroom/School Facilities locator chart is posted in front of the gate/conspicuous place.				
4. Enrolment Flow Chart is posted in front of the gate/conspicuous place.				
5. There is a HELP DESK with teacher(s) who will answer all concerns/queries about enrolment.				
6. There are leaflets on enrolment, Abot Alam, SHS Implementation in the HELP DESK to be given to the parents/visitors.				
7. There are CUSTOMERS' SATISFACTION SURVEY FORMS in the HELP DESK to be given to the parents/visitors.				
8. All classrooms are clean, orderly and well-structured with instructional devices,				
9. All books are ready in each classroom for distribution before June 1.				
10. First Come, First to List Policy to maximize one section is implemented.				
11. There are assigned teachers to get enrolment per grade/year level.				

Details	Evident (100% Full Compliance)	Evident (50-90% compliance)	Not Evident (10-40% compliance)	OBE Remarks (Leave this blank)
12. There are posted/ printed schedules per grade/year level and per adviser to be given to the parents.				
13. There are posted/ printed needed school supplies of the pupils to be given to the parents who will purchase them in their preferred school supplies stores.				
11. There are assigned teachers to get enrolment per grade/year level.				
14. There is an assigned teacher who will consolidate daily enrolment to be e-mailed to Ms. M. Castro according to her instructions.				

A. COURTESY AND POLITENESS OF DEPED PERSONNEL

Details	Evident (100% Full Compliance)	Slightly Evident (50-90% compliance)	Not Evident (10-40% compliance)	OBE Remarks (Leave this blank)
1. The Principal is accommodating and satisfies/answers all parents'/visitors' concerns and queries according to DepEd Orders.				
2. The teachers are courteous and polite in dealing with DepEd Officials/parents/other visitors.				
3. The parents are courteous and polite to the DepEd officials/ teachers/visitors.				
4. The janitor (s)/school guard(s) is /are courteous and polite to everyone.				

C. PARENTS' ASSEMBLY BEFORE JUNE 1 OPENING:

Date:	Time:	Venue:
Agenda:		

Accomplished by:

School Enrolment Committee:

Chairman – School Principal

(Member)

(Member)

(Member)

Validated and Monitored by:

OPLAN BALIK ESKWELA COMMITTEE:

LEONIDA K. QUINTO (09324329705)

(Chairman)

(Co-Chairman)

(Member)

(Member)

(Member)

(Member)



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus St., Pulungbulu, Angeles City



School Enrolment Monitoring Form
SY 2015 - 2016

School : _____
School Head : _____
Monitor : _____
Date : _____

Total Number of Teachers : _____
Total Number of Classroom : _____
Total Number of Furniture : _____

Grade Level	Year -end enrolment SY 2014 - 2015	Early Registrants January 2015 - 2016	Actual Enrolment SY 2015 - 2016 (from Public Schools)			Transferees (from Private School)			Grand Total (f + i)	No. of Classes	Average Class Size	No. of Teachers	No. of Available Rooms	Dropped - out SY 2014 - 2015	Baik Eskwela SY 2015 - 2016	Repeaters	REMARKS (needs)		Others
			Male d.	Female e.	Sub Total f.	Male g.	Female h.	Sub Total i.									Teacher	Classroom	
a.	b.	c.							j.	k.	l.	m.	n.	o.	p.	q.			
K																			
I																			
II																			
III																			
IV																			
V																			
VI																			
VII																			
VIII																			
IX																			
X																			

Problems Encountered : _____
Immediate Solutions Given : _____
Recommendations : _____



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 322-4101; 322-4702 / Fax Nos. (045) 887-6099

ASSIGNMENT OF DIVISION MONITORS FOR SCHOOL ENROLMENT

DIVISION PERSONNEL	SCHOOL/S ASSIGNMENT
<u>Education Program Supervisors:</u>	
Lourdes G. Dela Cruz	Northville IS / Cutud ES
Edgardo S. Nunag	F.G. Nepomuceno MHS / Pineda-Gutierrez ES
Rita Bundalian	Angeles City NHS / Pampang ES
Reynaldo G. Cabrera	Cuayan ES / E. M. Ganzon ES
Ramil Dacanay	Malabanas ES / Amsic IS
Emily F. Sarmiento	Sapangbato ES / Sapangbato HS
Alma B. Gueco	Pandan ES/ San Ignacio ES
Gemima Estrabillo	B. V. Romero HS / EPZA Resettlement ES
Emerito C. Nicdao	CLEMENDES/Virgen de los Remedios ES
Rochella C. David	Angeles City National Trade School / Apung Guidang Nepomuceno ES
Edgar L. Manabat	Angeles ES / Sitio Target ES
<u>Public Schools District Supervisors:</u>	
Orlene S. Santos	Sto. Rosario ES / Leoncia Village ES
Dr. Remedios M. Flores	Lourdes Northwest ES / Sta. Teresita ES
Josephine Figueroa	M. Nepomuceno ES / Cutcut ES
Anastacia Nimfa P. Aquino	Sta. Maria ES / A. G. Pabalan ES
Leonida K. Quinto	Tacondo ES / Air Force City ES
Dr. Amando C. Yutuc	Salapungan ES / Belen Homesite ES
Felix Pineda	Mining ES / A. G. Tinio Es
<u>Senior Education Program Specialists:</u>	
Marjorie Lacson	Gueco Balibago ES / Rafael L. Lazatin MHS
Glenn Sarmiento	Sto. Domingo ES / Pulungbulu ES
Cristian F. David	Angeles City Science HS / C. M. Recto ICT HS
<u>Education Program Specialists II</u>	
Elizabeth David	T. P. Tinio ES / Marisol Bliss ES
Aiza Lugtu	Gov. Rafael L. Lazatin IS / Sapalibutad ES
<u>Project Development Officer II</u>	
Engr. Maria Cristina S. Sarmiento	Pulung Cacutud ES / Enrica Sandico ES
Noel Reganit	Don Ambrocio Mendiola ES / Sitio Pader ES
Engr. Norma P. Cabigting	Don Pepe Henson ES