



Republic of the Philippines
Department of Education
CARAGA REGION

May 28, 2020

REGIONAL MEMORANDUM

No. 224, s. 2019



**TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region**

**REITERATION OF DEPED ENROLMENT GUIDELINES AND ADOPTION OF
CONTEXTUALIZED ENROLMENT OPTIONS AND FORMS WITH VISAYAN
TRANSLATION**

1. In support to the Department of Education (DepEd) commitment to ensure that learners enrolled in the system are mapped in their context to provide appropriate learning interventions, the Regional Office developed a contextualized enrolment options for adoption.
2. Attached are the suggested Enrolment Options as Enclosure 1 and Minimum Health Standards for Face to Face Enrolment as Enclosure 2 and Enrolment Form with Visayan Translation as Enclosure 3
3. The form shall be reproduced in the school and will be utilized during enrolment period either online or onsite enrolment.
4. Schools Division Offices are provided flexibility in adopting similar enrolment options provided they comply with health protocols set by the local government unit, local health authorities and guidelines set by National Inter-Agency Task Force (NIATF).
5. Further, all SDOs shall submit to this office copy of their adopted alternative enrolment procedures not later than June 1, 2010.
6. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Encls.: 1. Enrolment Options 2. Health Protocols

Reference: DepEd Guidelines on Enrolment

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

ENROLMENT

HEALTH

PPRD/clg
05/28/2020



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Enrolment Options

Challenges/ Opportunities		Enrolment Options	Description/Details	Type/ Modality/ Approach/ Strategy	Suggested Platforms/ Resources/ Mechanisms
With Internet	With PC/ Tablet/ Smartphone	Online Enrolment	This enrolment option if mutually convenient to both parties is accessible to all incoming Kindergarten, Grades 1 to 12 learners. Parents or guardians or anyone at home may accomplish the online enrolment form. This option is also available for ALS enrollees, transferees and Balik-Aral enrollees.	Division ICT Unit shall create a specific link for a particular school or shall assist in establishing online enrolment system. The dissemination of the link to the field shall be done through Memorandum/Social Media/TV/Radio and other forms of media.	*Google Sheets *Google Forms *Office 365 Forms * Locally-developed Online Enrolment System
Without Internet	With Mobile	Offsite/Off-School Enrolment	This option is for remote enrolment for Grade 1 to 12 learners through the contact numbers published in the school. This is also available for transferees and Balik-Aral enrollees.	Schools must have a Tawag Center that would cater parents, guardians or learners who would call through mobile phones for enrolment purposes. The class advisers shall be assigned to facilitate the remote enrolment and teachers without advisory classes shall be appointed as ENROLMENT FOCAL PERSONS (EFPs). Each grade level has an appointed EFP to accommodate kindergarten, transferees and Balik Aral enrollees.	* Establishment of Tawag Center or hotlines in line with Operation Balik Eskwela. *Print format can be prepared.
For Alternative Learning System, the ALS teacher shall act as EFPs in order to accommodate ALS enrollees.					

			EFPs contact information shall be publicly posted to be accessed by prospective enrollees. Or it should be disseminated through local TV networks or be broadcasted over the radio. Barangay LGUs shall also be informed by the schools of the numbers at the EFPs or TAWAG Center and shall post these numbers strategically in their barangays.	
Traditional Face-To-Face with Social Distancing	On-site Enrolment	This enrolment option shall allow physical presence of parents or learners of Grade 1 to 12 in school as the last recourse guided by the minimum standards. This is also an option for incoming kindergarten enrollees following physical enrolment platforms established by schools. Likewise, this is also applicable for ALS enrollees following the physical enrolment platforms established by schools and barangays with community learning centers (CLC).	Schools must establish waiting areas/rooms that could only accommodate 10 parents/guardians per grade level. Separate enrolment rooms shall be used per grade level that would only allow 5 parents or guardians at a time. The number of enrolment rooms would depend on the population of learners per grade level). Upon arrival of the parents/guardians at the gate/main entrance, assigned teachers (at least 5) shall guide the parents/guardians at the designated waiting rooms. Once parents/guardians are at the enrolment room, the enrolment transaction should not go beyond 3 minutes including the retrieval of learner's important documents if available. After the transaction, a guide outside the enrolment rooms should see to it that parents/guardians get out of the school at a common exit point.	* The use of EF attached in DO No. 7, s. 2020 and ALS form 2 based on DepEd Order No. 58, s. 2017.

Health Protocols for Learners, Teachers and Non-teaching Staff

Modality	Reduce Vulnerability	Reduce Transmission	Reduce Contact	Monitor Probable Infection
1. Face-to-face Enrollment	Disseminate enrollment venue, Enrollment Focal Persons (EFPs) and procedure through print ads, social media, radio broadcast and other modes of communication to orient parents, guardians and learners of the enrollment protocols on minimum health standards to be observed	Maintain handwashing facility with soap or hand sanitizers at the entrance of the enrollment kiosks or rooms	Regulate entry of parents to enrollment booths, kiosks, and classrooms, to a maximum of five (5) and allow only those who will process the enrollment application. Accompanying client with no official business shall not be allowed.	Scan parents, learners, teachers and non-teaching staff upon entry
	Encourage teachers, non-teaching staff, parents and learners to bring their own drinking water, meals and snacks	Implement mandatory use of face masks	Maintain a policy of 1:1 client staff ratio to physically process the enrollment	Monitor symptoms and report to school health personnel for appropriate referrals
	Provide suitable, comfortable and well-ventilated classroom, open court or kiosk as venue for enrollment to sustain the high level of immune system	Disinfect daily the kiosks and or classrooms used for enrollment, comfort rooms and handwashing facilities	Put marking guides on the floors, chairs and tables for parents to be aware of the social distancing requirement	Observe and follow standard referral protocols
	Provide regular drinking water within the enrollment venue	Require parents to bring their own ballpen and personal hygiene kits	Set up a waiting area with strict observation to stringent social distancing requirement	Teachers without laptops and internet connectivity who reports for school to encode LESF data with pre-existing medical conditions shall be assisted and closely monitored by school/division health personnel

Health Protocols for Learners, Teachers and Non-teaching Staff

Modality	Reduce Vulnerability	Reduce Transmission	Reduce Contact	Monitor Probable Infection
	Designate Enrollment Focal Persons (EFP) who are physically fit, (without comorbidities, pregnant and above 60 yrs. old)	Post signages on proper coughing etiquette and other health tips	Ensure that each enrollment step is fully understood by each parent by vetting sample templates to avoid compromising the social distancing protocol	
		Implement mandatory handwashing and passing through foot bath before entry in the enrollment kiosks or room	Install within the booths, kiosks or classrooms protective cellophane or cover glass windows that will fully separate the parent from the staff that process the enrollment	
		Establish Operation Balik Eskwela Hotlines to respond to queries and other enrollment concerns	Mark directional walkways in halls and stairs to ensure smooth flow of clients movement	
		Regular supply of alcohol and sanitizers in the enrollment booths, kiosks, and enrollment venue	Provide specific instructions for submission of LESFs (Where, Who, When)	



LEARNER ENROLLMENT AND SURVEY FORM
THIS FORM IS NOT FOR SALE

Instructions:

- 1 This enrolment survey shall be answered by the parent/guardian of the learner
(Kini nga enrolment survey ay tubagan sa ginikanan or gardyan sa bata)
- 2 Please read the questions carefully and fill in all applicable spaces and write your answers legibly in CAPITAL letters. For items not applicable, write N/A
(Palihug basaha ug maayo ang mga pangutana ug tubagi sa pagsulat sa dagko na letra. Sa mga aytems na dili aplikabol tubagan, sulati palihug ug NA.
- 3 For questions/ clarifications, please ask for the assistance of the teacher/ person-in-charge
(Para sa mga pangutana, palihug pagduol ug paghangyu sa maestra/mastro or magtutudlo)

A. GRADE LEVEL AND SCHOOL INFORMATION

A1. School Year
(Tuig-Tigtungha)

A2. Check the appropriate boxes only
(Tseke lang ang box nga pwede ninyu matubagan))

No LRN
(Walay LRN)

With LRN
(Naay LRN)

A3. Returning (Balik-Aral)
(Balik Eskwela)

A4. Grade Level to enroll:
(Grado nga enrolan sa bata)

A7. Last School Attended:
(Ulahing tunghaan/eskwelahan nga gienrolan sa estudyante)

A8. School ID:
(ID sa eskuylahan)

A11. School to enroll in:
(Tunghaan/eskwelahan na enrolan)

A12. School ID:
(ID sa Tunghaan)

A5. Last grade level completed:
(Miaging grado nga gieskwelahan)

A9. School Address:
(Adres sa tunghaan or eskwelahan)

A13. School Address:
(Adres sa Tunghaan/eskuylahan)

A6. Last school year completed:
(Ulahing tuig-tingtungha nga gieskwelahan sa bata)

A10. School Type
Public
(Goberno)

Private
(Pribado)

FOR SENIOR HIGH SCHOOL ONLY

A14. Semester (1st/2nd)

A15. Track:

A16. Strand (If any)

B. STUDENT INFORMATION

B1. PSA Birth Certificate No (If available upon enrollment)

B2. Learner Reference Number (LRN)

B3. LAST NAME
(Apelyido sa Amahan)

B4. FIRST NAME
(Pangalan)

B5. MIDDLE NAME
(Apelyido sa inahan)

B6. EXTENSION NAME e.g. Jr., III (Applicable)
(Sumpay sa ngalan ex. JR., III, kung naa)

B7. Date of Birth (Adlawng Natawhan)
(Month/Day/Year) (Bulan/Adlaw/Tuig)

B8. Age
(Edad)

B9. Sex
(sekso)

Male
(Lalaki)

Female
(Babae)

B10. Belonging to Indigenous People (IP)
Community/Indigenous Culture Community
(Membro sa mga Lumad)

Yes
(Oo)

No
(Dili)

B11. If Yes, please specify:

B12. Mother Tongue:
(Sinultihan ex. Butuanon, Surigaonon)

B13. Religion:
(Relihiyon)

For Learners with Special Education Needs

B14. Does the learner have special education needs?
(Ang estudyante naa bay espesyal na panginahanglanun sa iyang pag-eskwela?)
Yes No

B15. If yes, please specify:
(Kung naa, palihug pag pahayag kung unsa)

B16. Do you have any assistive technology devices available at home? (i.e. screen reader, Braille, DAISY)
(Aduna ba kamo mga teknolohiyang gamit sa balay sama sa scren reader, braille?)
Yes No
(Oo) (Wala)

B17. If Yes, please specify
(Kung naa, palihug pag pahayag kung unsa)

ADDRESS

B18. House Number and Street
(Numero sa balay ug ngalan sa dalan)

B19. Barangay
(Baranggay nga gipuy-an)

B20. City/Municipality
(Lungsod nga Gipuy-an)

B21. Province
(Probinsya)

B22. Region
(Rehiyon)

C. PARENT/ GUARDIAN INFORMATION

Father

Mother

Guardian

C1. Full Name (surname, full name, middle name)
(Kumpleto na ngalan sa amahan)

C7. Full Maiden Name (surname, full name, middle name)
(Kumpleto na ngalan sa inahan sa iyang pagkadalaga)

C13. Full Name (surname, full name, middle name)
(Kumpleto na ngalan sa tigbantay)

C2. Highest Educational Attainment
(Pinakataas na naabut sa edukasyon)
Elementary graduate
(Gradwado sa elementarya)

C8. Highest Educational Attainment
(Pinakataas na naabut sa edukasyon)
Elementary graduate
(Gradwado sa elementarya)

C14. Highest Educational Attainment
(Pinakataas na naabut sa edukasyon)
Elementary graduate
(Gradwado sa elementarya)

☐ High School graduate
(Gradwado sa hayskul)
☐ College graduate
(Gradwado sa kolehiyo)
☐ Vocational
(Bokesyunal na kurso)
☐ Master's/Doctorate dedgree
(Gwadrado sa masteral ug doctoral)
☐ Did no attend school
(Wala naka eskwela)

☐ High School graduate
(Gradwado sa hayskul)
☐ College graduate
(Gradwado sa kolehiyo)
☐ Vocational
(Bokesyunal na kurso)
☐ Master's/Doctorate dedgree
(Gwadrado sa masteral ug doctoral)
☐ Did no attend school
(Wala naka eskwela)

☐ High School graduate
(Gradwado sa hayskul)
☐ College graduate
(Gradwado sa kolehiyo)
☐ Vocational
(Bokesyunal na kurso)
☐ Master's/Doctorate dedgree
(Gwadrado sa masteral ug doctoral)
☐ Did no attend school
(Wala naka eskwela)

C3. Employment Status

(Estado sa pagtrabaho)

☐ Full time
(Nagtrabaho kanunay)
☐ Part time
(Nagtrabaho usahay)
☐ Self-employed (i.e. family business)
(Sariling negosyo)
☐ Unemployed due to ECQ
(wala katrabaho tungud sa ECQ)
☐ Not working
(walay trabaho)

C9. Employment Status

(Estado sa pagtrabaho)

☐ Full time
(Nagtrabaho kanunay)
☐ Part time
(Nagtrabaho usahay)
☐ Self-employed (i.e. family business)
(Sariling negosyo)
☐ Unemployed due to ECQ
(wala katrabaho tungud sa ECQ)
☐ Not working
(walay trabaho)

C15. Employment Status

(Estado sa pagtrabaho)

☐ Full time
(Nagtrabaho kanunay)
☐ Part time
(Nagtrabaho usahay)
☐ Self-employed (i.e. family business)
(Sariling negosyo)
☐ Unemployed due to ECQ
(wala katrabaho tungud sa ECQ)
☐ Not working
(walay trabaho)

C4. Working from home due to ECQ

(Nagtrabaho sa balay tungud sa ECQ)

☐ Yes ☐ No

C10. Working from home due to ECQ

(Nagtrabaho sa balay tungud sa ECQ)

☐ Yes ☐ No

C16. Working from home due to ECQ

(Nagtrabaho sa balay tungud sa ECQ)

☐ Yes ☐ No

C5. Contact number/s (cellphone/telephone)

(Numero nga pwede kamo matawagan)

C11. Contact number/s (cellphone/telephone)

(Numero nga pwede kamo matawagan)

C17. Contact number/s (cellphone/telephone)

(Numero nga pwede kamo matawagan)

D. HOUSEHOLD CAPACITY AND ACCESS TO DISTANCE LEARNING

D1. How does you child go to school? Choose all that applies

(Unsay paagi sa imung anak pag-adt sa eskwelahan? Palihug checke ang tanan kung kana mauy mga paagi sa bata sa pag-adt sa eskwelahan)

☐ walking ☐ public commute (land/water) ☐ family-owned vehicle ☐ school service
(maglakaw) (magsakay) (kaugalingun sakyanan) (serbis sa eskwelahan)

D2. How many of your household members (including the enrollee) are studying in School Year 2020-2021? Please specify each.

(Pila kabuok sa inyu pamilya ang nageskwela)

☐ Kinder ☐ Grade 8
☐ Grade 1 ☐ Grade 9
☐ Grade 2 ☐ Grade 10
☐ Grade 3 ☐ Grade 11
☐ Grade 4 ☐ Grade 12
☐ Grade 5 ☐ Others
☐ Grade 6 ☐ (i.e college, vocational
☐ Grade 7 ☐ etc)

D3. Who among the household members can provide instructional support to the child's distance learning? Choose all that applies.

(Kinsa sa inyo pamilya ang naay kakayahan magtudlo sa imung anak kung dili mag-adt sa eskwelahan? Pilia ang tanan kung puwede magamit.)

☐ parents/ guardians ☐ others (tutor, house helper)
(ginikanan) (katibang sa balay)
☐ elder siblings ☐ none
(magulang nga igsoon) (wala)
☐ grandparents ☐ able to do independent learning
(lola ug lolo) (mahimo sa bata nga siya ra mag-isa magtuon)
☐ extended members of the family
(mga kauban sa balay)

D4. What devices are available at home that the learner can use for learning? Check all that applies

(Unsay gamit sa inyu balay nga magamit sa imung anak sa pagtuon? Pilia ang tanan kung puwede magamit.)

☐ cable TV ☐ radio
☐ non-cable TV ☐ desktop computer
☐ basic cellphone ☐ laptop
☐ smartphone ☐ none
☐ tablet ☐ others: _____

D5. Do you have a way to connect to the internet?

(Naa ba kamo paagi na maka konek sa internet)

☐ Yes
☐ No
(If NO, proceed to D7)

D6. How do you connect to the internet? Choose all that applies.

(Unsa nga paagi kamo maka connect sa internet?)

☐ own mobile data
☐ own broadband internet (DSL, wireless fiber, satellite)
☐ computer shop
☐ other places outside the home with internet connection (library, barangay/ municipal hall, neighbor, relatives)
☐ none

D7. What distance learning modality/ies do you prefer for your child? Choose all that applies

(Unsay inyu nagustuhan nga gilay-on na pamaagi)

(sa pagtudlo sa inyung anak? Pilia ang tanan kung puwede magamit.)

☐ online learning
(pagamit sa internet)
☐ television
(telebisyon)
☐ radio
(radyu)
☐ modular learning
(pagamit sa modyul)
☐ combination of face to face with other modalities
(kumbinasyon sa pag-adt sa eskwelahang ug uban pa na pamaagi)
☐ others: _____

D8. What are the challenges that may affect your child's learning process through education? Choose all that applies.

(Unsay mga makababag nga maka apekto sa pamaagi sa pagtuon sa inyu anak? Palihug tseke ang tanan nga makababag sa pagtuon sa bata)

☐ lack of available gadgets/ equipment
(kulang sa mga gadyet nga magamit)
☐ insufficient load/data allowance
(dili igo ang load /data nga gigamit)
☐ unstable mobile/internet connection
(di kusog ang signal)
☐ existing health condition/s
(naay balatian sa lawas)
☐ difficulty in independent learning
(Maglisud magtuon nga siya ra isa)
☐ conflict with other activities (i.e. house chores)
(panagsumpaki sa uban nga mga kalihokan sa balay)
☐ high electrical consumption
(tass nga konsomo sa kuryente)
☐ distractions (ie. Social media, noise from community/neighbor)
(disturbo sa lain pareha sa banha nga lugar, ug uban pa)
☐ others: _____

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012. *(Kani nagpamatuod na ang inpormasyon nga gihatag ay tinuod basi sa ako pagkahibalo ug ako gitugutan ang DepEd sa paggamit sa detalye sa ako bata ngadtu sa Learner Information System. Ang inpormasyon nga gihatag gisigurado nga dili ibutyag basi sa balaud sa pagdili sa pagbutyag -Data Privacy Act of 2012)*

Signature Over Printed Name of Parent/Guardian
(pirma sa ginikanan/gwardyan ibabaw sa iyang pangalan)

Date

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE
(Month/Day/Year)

Grade Level _____

Track (for SHS) _____