



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

3 JUNE 2020

DIVISION MEMORANDUM  
No. 109 s. 2020

**MONITORING AND EVALUATION OF ENROLLMENT  
FOR SCHOOL YEAR 2020-2021**

To: Chief Education Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 8, s. 2020, Guidelines on Enrollment for School Year 2020-2021 in the Context of the Public Health Emergency Due to COVID-9, this office through the School Governance and Operations Division (SGOD) will conduct monitoring and evaluation of schools and CLCs enrollment via text messages/SMS, Facebook page/messenger, web page and other online platforms.
2. Likewise, schools and CLCs are enjoined to submit daily consolidated enrollment report every 3:00 p.m. starting June 3, 2020 to the division Planning Officer through this link <https://tinyurl.com//TayabasOnlineEnrolment2020> for fast collection of data for submission to RO/CO.
3. Attached is the monitoring checklist for your reference. Due to current situation, School Heads are requested to submit MOVs based on the activities provided in this google drive link <https://tinyurl.com//tayabas-enrolment-2020>  
For feedbacks, queries, and technical assistance, please email your concerns to [marife.lagar@deped.gov.ph](mailto:marife.lagar@deped.gov.ph) and [maria.borbon@deped.gov.ph](mailto:maria.borbon@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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CHECKLIST FOR MONITORING & EVALUATION  
MODIFIED ENROLLMENT, BOSY 2020-2021

| No. | Activities  | Means of Verification |
|-----|---|-----------------------|
| 1.  | Communicate/Orient teachers on the conduct of Modified Enrollment   |                       |
| 2.  | Coordinate with the LGU/barangay on the conduct of the activity   |                       |
| 3.  | Encourage stakeholders to participate in the activity   |                       |
| 4.  | Assign <i>Oplan Balik-Eskwela</i> (OBE) Focal Person  |                       |
| 5.  | Appoint Enrollment Focal Person (EFP) for Kindergarten, Transferees and <i>Balik-aral</i> enrollees   |                       |
| 6.  | Designate teachers to facilitate remote enrollment  |                       |
| 7.  | Assign Enrollment Focal Person (EFP) for ALS / SPED (if applicable)   |                       |
| 8.  | Disseminate information on enrollment and LESF through campaign materials such as tarpaulin, infographics, video, etc.                            |                       |
| 9.  | Set-up enrollment booth/kiosk in the school/barangay (if remote enrollment is not possible)   |                       |
| 10. | Prepare consolidated daily enrollment report and submit to the division Planning Officer on or before the cut-off time                            |                       |
| 11. | Ensure compliance to gov't protocols; wearing mask, availability of hand sanitizer/alcohol (if teachers are already allowed to report to schools) |                       |
| 12. | Ensure that all teachers have the means and support to encode LESF data.  |                       |
| 13. | Provide assistance to teachers who cannot perform encoding of LESF due to existing medical condition (if any)                                     |                       |

