




Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

DIVISION MEMORANDUM

No. 150, s. 2020

To: EPSs/PSDs/PICs
Elementary and Secondary School Heads
District and School ICTs
All Concerned

From: 
GORGONIO G. DIAZ, JR. PhD., CESO V
Schools Division Superintendent

Subject: **ENROLLMENT REPORTING ONLINE THRU GOOGLE SHEET/LINK**

Date: July 2, 2020

1. In view of the DM-PHRODFO-2020-00197 re: *Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF)* the field is hereby informed of the online enrollment reporting thru goggle sheet/link.
2. The school shall submit to the district the summary of enrollment data by grade level and gender, including other data elements in the Learner Enrolment Survey Form, for consolidation.
3. Only the District ICT Coordinator shall be provided with the link for encoding.
4. Deadline is set on or before July 6, 2020.
5. Immediate compliance of this Memorandum is desired.



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