REGIONAL MEMORANDUM
No. 300, s. 2020

UPDATING OF THE LEARNER ENROLLMENT AND SURVEY FORM (LESF) DATA FOR SY 2020-2021

To: Schools Division Superintendents

1. The Department of Education – Central Office, through the Planning Service – Education Management Information System Division (PS-EMISD) has issued memorandum DM-PHRODFO-2020-00197 dated June 22, 2020 regarding the Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data.

2. In this regard, please update the enrollment for SY 2020-2021 while the LESF Survey Summary will be updated every Friday of the week until July 7, 2020 through the link tinyurl.com/pprdRO1.


4. For information, guidance and compliance.

TOLENTINO G. AQUINO
Director III
OIC, Office of the Regional Director

Incl.: as stated

Reference: DM-PHRODFO-2020-00197
To be indicated in the Perpetual Index
under the following subjects:

ENROLLMENT
INFORMATION
LESF
UPDATE

PPRD/jmp/RM2020updateleaf
June 22, 2020

DepEd Region 1: Built on character; empowered by competence.
MEMORANDUM
DM-PHRODFO-2020-00197

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION PLANNING OFFICERS
SCHOOL HEADS

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data

DATE: 22 June 2020

In response to the COVID-19 pandemic and the new normal, the Department of Education (DepEd) issued DepEd Order No. 8, s. 2020 that provides guidelines on the enrollment procedures for School Year 2020-2021. This includes the Learner Enrollment and Survey Form (LESF) which seeks to register incoming learners and gather information on household capacity to support various learning modes.

The LESF module in the Learner Information System (LIS) was deployed last June 10 where teachers encode collected learner’s data. However, the system has been experiencing technical issues which makes accessing in the LESF module difficult. In response to this, the module has been disabled by ICTS to allow the programmers to fix the technical issues. However, the LIS facility remains open for schools to finalize EOSY data.

In the meantime, the following changes shall be observed and shall take effect immediately:

a. The daily reporting of enrollment data using Google Sheet shall be expanded to cover the results of the survey. The Central Office will prescribe a common Google Sheet template for the regions to accomplish. However, the regions are given flexibility to determine the most feasible strategy in generating the LESF data from the school level. The use of Google Sheet shall be until July 7, 2020.

b. Reporting of enrollment and survey results shall strictly be done by previous advisers to avoid double counting.

c. LESF module in the LIS will be redeployed once issues have been addressed and the entire technical design are completed, such as, governance level dashboard.

d. With these corrections, the new deadline for tagging is July 30, 2020.
The results of the survey are crucial for DepEd in making informed decisions for the implementation of the Basic Education - Learning Continuity Plan and for partners and other government agencies in determining their support to the Department.

For clarifications, please contact the Planning Service - Education Management Information System Division (FS-EMISD) through e-mail at ps.emisd@deped.gov.ph.

For immediate and appropriate action.