



Republic of the Philippines
Department of Education
REGION I

REGIONAL MEMORANDUM

No. 914 s. 2024

To: Schools Division Superintendents



REPORTING OF SCHOOL YEAR 2024-2025 SCHOOL LEVEL ENROLLMENT

1. Per attached Advisory from the Office of the Chief, Planning Service – Education Management Information System (PS – EMISD) dated August 1, 2024, Division Planning Officers are directed to submit the daily school level updated enrollment report for SY 2024-2025 at tinyurl.com/LEVELro1school.
2. To ensure the timely submission of the said report to the PS – EMISD, daily cut off will be every 4:00PM.
2. For immediate dissemination and strict compliance is desired.

For the Regional Director:

ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer
Administrative Division

Encl.: Advisory from the Office of the Chief, Planning Service – Education Management Information System (PS – EMISD) dated August 1, 2024
To be indicated in the Perpetual Index
Under the following subjects:

ATTENDANCE BASIC EDUCATION DATA ENROLLMENT

PPRD/pjc/RM_2024enrollment
August 6, 2024



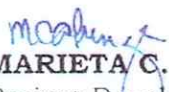


Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

ADVISORY

FOR: ALL PPRD CHIEFS
ALL REGIONAL PLANNING OFFICERS
ALL SCHOOLS DIVISION PLANNING OFFICER

FROM: 
MARIETA C. ATIENZA
Project Development Officer V
Chief, PS-EMISD

SUBJECT: REPORTING OF SCHOOL YEAR 2024-2025 SCHOOL-
LEVEL ENROLLMENT

DATE: 01 AUGUST 2024

The Office of the Secretary requested the Planning Service (PS) to submit school-level enrollment reports. As agreed during the meeting of the Administration Strand with Undersecretary Wilfredo E. Cabral, the Planning Service - Education Management Information System Division (PS-EMISD) will collect through a centralized template the School Year 2024-2025 School - Level enrollment from all regions to monitor the daily enrollment and reporting compliance of all schools for the Quick Count.

In this regard, the Regional Planning Officers (RPOs) shall encode/report the school-level enrollment of all schools in their region in the centralized link. The Division Planning Officers (DPOs) shall also submit the data to their Regional Planning Officers for easy consolidation.

Also, a separate link will be provided to the RPOs to gather the enrollment analysis and the issues and challenges they have encountered during enrollment of each division office.

Only the RPOs shall have access to the centralized links shared through email.

For any clarifications, contact **Mr. Ariel C. Tandingan** and **Mr. Julius G. Briones** of the PS-EMISD through the telephone numbers (02) 8635-3958/ 8635-3986 or email at ps.emisd@deped.gov.ph.