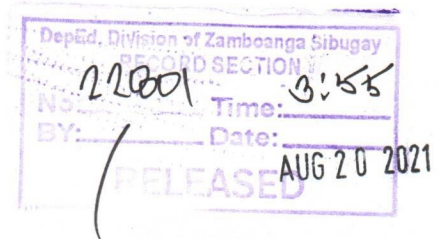




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



August 16, 2021

DIVISION MEMORANDUM
NO. 211, s. 2021

**ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2021-2022 IN COMPLIANCE TO
DEPED ORDER NO. 032, S. 2021 AND SUGGESTED ENROLLMENT
OPTIONS/STRATEGIES UNDER NEW NORMAL**

To : OIC-Assistant Schools Division Superintendent
Chiefs of SGOD and CID
All District Supervisors/District In-Charge
All School Heads and Teachers (Public, Private, and SUCs)
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 032, s. 2021 entitled *Guidelines on Enrollment for School Year 2021-2022 in the Context of the Continuing National Public Health Emergency Due to COVID-19*, all personnel involved in the conduct of Oplan Balik Skwela (OBE) are to give particular attention to **Paragraph V. Enrollment Procedures** of the said DepEd Order.
2. In addition, this office reiterates the earlier announcement re viewing of the recorded video pertaining to the conduct of the National Orientation on Enrollment Guidelines for SY 2021-2022 hosted and managed by the Office of the Planning Service, Central Office. The recorded video was posted in DepEd Tayo Zambo. Sibugay official fb page and shared in the various Group Chats - LIS/BEIS, Research, PSDSs/DICs, among others.
3. In order to ensure that DepEd Zamboanga Sibugay Division meets the expectations and commitment of the Department of Education (DepEd) in ensuring educational continuity amidst the challenges, SGOD through Planning and Research Section suggests different options and strategies for enrollment spelled-out in Enclosure A of this Memorandum.
4. All concerned officials are directed to properly inform the public of the enrollment scheme/s that the school will adopt, and comply with the DepEd policies and minimum requirements of the IATF for Emerging Infectious Diseases in the conduct of OBE activities.
5. All expenses relative to the implementation of OBE activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. This memorandum shall serve as guide to a proactive step in managing the enrolment process under the new normal.
7. For inquiries and clarification, please contact SGOD - Planning and Research through these hotline numbers - 09175095317 and 09175050312 from Monday - Friday, 8:00 AM to 5PM except on Holidays and days declared as "no office day" as a result of regular disinfection.
8. Immediate dissemination of this Memorandum is desired.


DR. JEANELYN A. ALEMAN, CESO VI

OIC – Schools Division Superintendent

Reference : DepEd Order No. 032, s. 2021

To be indicated in the perpetual index under the ff.subjects
BASIC EDUCATION ENROLMENT LEARNERS

ZS-DM-SGOD-P&R-2021-08-139-0
GCC-20210816



Pangi, Ipil, Zbga. Sibugay
(062) 333-5492
zamboanga.sibugay@depd.gov.ph
depdzamboangasibugay.ph





Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

Enclosure A to Division Memorandum No. 277, s. 2021

ENROLLMENT OPTIONS FOR SCHOOL YEAR (SY) 2021-2022

ENROLLMENT OPTION 1 – FACE-TO-FACE ENROLLMENT

In extreme cases, schools may opt for a face-to-face enrollment for learners who don't have access to the internet and gadgets, and remote or online enrollment is not possible. This option is only applicable for areas where the quarantine status has been lifted or areas under low risk classification (i.e. those under GCQ and MGCQ).

1. Booths/Kiosks within the school premises with dropbox/es
2. Booths/Kiosks outside the school premises i.e. purok, barangay hall and other conspicuous areas dropbox/es

Reminders:

- A. Teachers and non-teaching personnel who will be assigned to manage the enrollment are preferably vaccinated.
- B. Strict observance to existing health protocols set by IATF. The following minimum requirements must be in place before enrollment period:
 - a) Personnel is assigned to check and record the body temperature
 - b) Sanitizer/Alcohol is provided
 - c) With foot bath
 - d) Signage on the observance of proper physical distancing and wearing of face mask and face shield
 - e) Personnel is assigned to conduct regular cleaning and disinfection
 - f) Limit the number of persons who will get inside the school premises
 - g) Limit the time/duration of stay to avoid prolong contact between school officials and parent/guardian
 - h) Schedule as to what barangay is allowed to enroll in a certain day
 - i) Schedule as to what purok is allowed to enroll in a certain day
 - j) Schedule as to what grade level is allowed to enroll in a certain day
 - k) Others

C. FACE-TO-FACE ENROLMENT SHALL BE THE LAST RESORT, SAFETY OF ALL SHALL BE THE UTMOST PRIORITY

ENROLLMENT OPTION 2 – VIA SMS (Teacher-led enrolment)

Sample Format Text: "Full Name Grade Level_Old/New_Gadget/Device Available (Cellphone/Personal Computer (PC)/TV_With/Without Internet Access_Preferred Learning Modality (Distance, Blended, Face-to-Face) " and send to 09xx-xxx-xxxx (Contact Number of School Head/Guidance Coordinator/Grade Level Coordinator)

Example: Juan dela Cruz_Kinder_New_Personal Computer (PC)_With Access to Internet_Blended

Reminders:

1. Upon receipt of text, teacher shall call the concerned parent/guardian and gather all the needed information required by Modified Learner Enrollment Survey Form (MLESF) and signed the form.





Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

ENROLLMENT OPTION 3 – VIA CALL (Teacher-led enrolment)

This is a two-way method of enrollment.

- Teacher will contact the parents and gather all the needed information required by Modified Learner Enrolment Survey Form (MLESF) and signed the form.
- Parent/guardian or learner of legal age shall communicate/re-affirm the intent to enroll their children to a school of their choice through the hotline numbers provided by the schools. Teacher accomplish the MLESF based on the information provided by the caller and signed the form.

ENROLLMENT OPTION 4 – VIA EMAIL

This maybe a two-way method of enrollment especially in cases where the content of the email is just an inquiry or clarification or if the accomplished form is not accomplished properly.

- Upon receipt of email, teacher responds to the sender informing the action taken or to be undertaken
- If acontact number is provided, teacher calls the parent and inform of the action taken or to be undertaken

ENROLLMENT OPTION 5 – VIA GOOGLE FORM

Schools may prepare an enrollment form through the Google Forms following the format found in DepEd Order No. 32, s. 2021

- School Enrolment Focal Person (SEFP) or the Grade Level Enrollment Chair (GLEC) , School Head, or the teacher designated to handle google forms shall generate the information and review the entries.
- Result of assessment shall be communicated to the parent/guardian

ENROLLMENT OPTION 6 – VIA FACEBOOK/MESSENGER (Teacher-led enrolment)

Reminders:

- Upon receipt of chat message, teacher responds and provide assistance by providing the hotline numbers/contact numbers of the school or teacher may call the parent/guardian and gather all the needed information required by Modified Learner Enrolment Survey Form (MLESF) and signed the form.

