



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

DepEd, Division of Zamboanga Sibugay	
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09 August 2024

DIVISION MEMORANDUM
NO. 332, s. 2024

IMPLEMENTATION OF PROJECT MACE (MAPPING, ADVOCACY, AND CHILD-FIND FOR ENROLMENT) TO ADDRESS DECLINE IN ENROLLMENT

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
PSDSs/District in-Charge
Secondary School Heads (Public)
Elementary and Secondary School Heads
All Others Concerned
This Division

1. This memorandum informs all district and school heads about the implementation of Project MACE (**M**apping, **A**dvocacy, and **C**hild-**F**ind for **E**nrolment). This initiative arises from the analysis revealing a decline in enrolment across our division, particularly related to the transition between grade levels. It aims to address the decline in student enrolment within our division, where there is a negative variance in the transition between grade levels, indicating that many students are not continuing their education for the current school year.
2. Project MACE is designed with the following objectives:
 - a. Mapping: Identifying and tracking learners within our jurisdiction to ensure they are accounted for in the enrolment process.
 - b. Advocacy: Promoting the importance of education and engaging with community stakeholders to support learner retention and enrolment.
 - c. Child-Find: Actively seeking out children eligible for enrolment but at risk of not continuing their education.
 - d. Enrolment: Facilitating the registration and enrolment of learners, ensuring that all identified and tracked learners are successfully provided access to education.
3. All public schools are requested to implement child-find activities using the data-gathering tool provided by the office today after the orientation. This tool will assist in identifying learners who may be at risk of not continuing their education and will support effective intervention. Be guided by the transition variance reflected in the first and second tabs of the file.



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4. All public schools are required to utilize the provided data-gathering tool to guide their child mapping activities. This tool is designed to collect and organize crucial information, including, among others:
 - a) Date of birth of the learner
 - b) Whether the learner is a 4Ps (Pantawid Pamilyang Pilipino Program) recipient
 - c) Grade level attended in the previous school year
 - d) Reason for not enrolling in the current school year
 - e) Information on whether the learner has transferred to another school, including the receiving school and division
 - f) Details on child-find activities conducted by the school
 - g) Involvement of stakeholders in the child-find process
 - h) The duration of efforts made by the school to persuade the learner to return to school
5. District Supervisors/District Heads are required to conduct orientations for their school heads and other personnel on Project MACE. This will ensure that all personnel involved are adequately prepared for their roles in implementing Project MACE.
6. Everyone is reminded to ensure the timely and accurate completion of all required activities and use the data-gathering tool as directed on or before August 19, 2024.
7. It is imperative that all data entered into the tool for Project MACE is of the highest quality. All participants must ensure that their data are thoroughly verified and carefully inputted. The school will monitor data quality closely and expects full compliance with these standards to avoid any discrepancies or issues.
8. The school will be conducting Project MACE from August 9 to August 19, 2024. All participants are expected to adhere to the schedule and contribute actively to the project's success.
9. As the orientations and related activities will occur over the weekends, all personnel involved will be entitled to four (4) days of service credits and/or Compensatory Overtime Credits (COCs) in accordance with the relevant guidelines, such as DepEd Order No. 53, s. 2003 and CSC and DBM Joint Circular No. 2, s. 2004.
10. All expenses associated with Project MACE, including those for child-find activities and orientations, should be charged to your respective schools' Maintenance and Other Operating Expenses (MOOE) and other local funds.



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11. For inquiries and clarification, please contact SGOD - Planning and Research through the official Group Chats and hotline numbers - 09608885078 and 09362825880.
12. Immediate dissemination of this Memorandum is directed.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Reference: DepEd Order No. 03, s. 2018

To be indicated in the perpetual index under the ff.subjects:

POLICY	SCHOOLS	LEARNERS
MAPPING	ENROLLMENT	ACCESS

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