



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

May 26, 2020

DIVISION MEMORANDUM
No. 198, s. 2020

REITERATION ON THE MAJOR ACTIVITIES TO BE UNDERTAKEN BY DEPED SCHOOL HEADS AND TEACHERS UPON RENDERING SERVICE STARTING JUNE 1, 2020

*TO: Assistant Schools Division Superintendents
Chiefs- CID & SGOD
Public Schools District Supervisors/Acting PSDSs
School Heads/Principals of Public Elementary and Secondary Schools
All Others Concerned*

1. Pursuant to Enclosure No. 1 to DepEd Order No. 007, s. 2007 entitled *Implementing Guidelines on the School Calendar and Activities for School Year 2020-2021*, please take note of the following, to wit:

- Item No. 13, *“Teachers shall start rendering service on June 1, 2020, upon completion of summer vacation on May 31, 2020. They will attend orientation and training activities on the utilization of the distance learning delivery modalities, prepare instructional materials, and plan the organization of classes in consideration of the learning delivery modalities to be employed. If skeleton workforce will still be the operative government guidelines by June, DepEd shall issue the appropriate alternative work arrangements guidelines to the field to comply with prevailing policy, and to ensure safe work environment”.*
- Item No. 14, *“Schools shall conduct enrolment from June 1-30, 2020 for all learners intending to attend SY 2020-2021, including those who enrolled during the early registration period, given that circumstances have changed substantially. It is important to validate the enrolment, so that teachers and schools will be able to adequately plan the organization of their learners into classes, taking into consideration their particular circumstances”.*
- Item No. 15, *“The enrollees and / or their parents / guardians shall provide information through an enrolment and survey form (Enclosure No. 4). The enrolment and survey form is intended to collect important information to consider for the adoption of the relevant learning delivery strategies and modalities and to further support to learners for the school year”.*
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- Item No. 16, *“Teachers shall encode the accomplished enrolment form in the Learner Information System (LIS) enrolment module which will be deployed on June 8, 2020. Various modalities will be employed to administer the form to maintain physical distancing. The detailed procedures for the deployment of the enrolment and survey forms shall be issued separately”*

2. In view of the above instructions, this Office hereby reiterates on the major activities to be undertaken by DepEd Bohol School Heads and Teachers upon rendering service on June 1, 2020, to wit:

- 2.1 Conduct of enrolment from June 1-30, 2020;
- 2.2 No students shall come to school to enroll;
- 2.3 The Learner Enrolment and Survey Form should be accomplished by all learners intending to enroll. *(See attached copy. Choose either English or the translated copy.)* This can be thru online or thru the help of the barangay officials / purok leaders and on schedule basis;
- 2.4 If parents will come, just give the Form and let them submit back;
- 2.5 No mass gathering / meeting;
- 2.6 No face to face meeting with teachers;
- 2.7 Teachers start rendering service / work but not necessarily reporting to school while waiting for update on the Guidelines for Reporting to Work from the Department of Health, Inter-Agency Task Force for the Management of Infectious Diseases (IATF), Civil Service Commission (CSC), Office of the President (OP) and LGU;
- 2.8 Brigada Eskwela, Oplan Balik Eskwela activities / advisories shall be thru online, not the traditional ones;
- 2.9 DOH, IATF, OP and LGU health and safety protocols must be STRICTLY observed Conduct of Face to Face activities only if you have clearance from your LGU and DOH/RHU;
- 2.10 In addition, if you wish to, you may do a virtual graduation.

3. In order to fast track the submission of enrolment reports, the teachers shall encode the accomplished enrolment form through a link to be issued by this Office in a separate Memorandum.

4. Immediate and wide dissemination of this Memorandum is desired.


BIANITO A. DAGATAN, Ed.D., CESO V
Schools Division Superintendent 

SGOD/dvd





LEARNER ENROLLMENT AND SURVEY FORM

THIS FORM IS NOT FOR SALE

Instructions:

1. This enrollment survey shall be answered by the parent/guardian of the learner.
2. Please read the questions carefully and fill in all applicable spaces and write your answers legibly in CAPITAL letters. For items not applicable, write N/A.
3. For questions/ clarifications, please ask for the assistance of the teacher/ person-in-charge.

A. GRADE LEVEL AND SCHOOL INFORMATION

A1. School Year A2. Check the appropriate boxes only No LRN With LRN A3. Returning (Balik-Aral)

A4. Grade Level to enroll: _____ A7. Last School Attended: _____ A8. School ID: _____ A11. School to enroll in: _____ A12. School ID: _____

A5. Last grade level completed: _____ A9. School Address: _____ A13. School Address: _____

A6. Last school year completed: _____ A10. School Type: Public Private

FOR SENIOR HIGH SCHOOL ONLY:

A14. Semester (1st/2nd): _____ A15. Track: _____ A16. Strand (if any): _____

B. STUDENT INFORMATION

B1. PSA Birth Certificate No. (if available upon enrollment) B2. Learner Reference Number (LRN)

B3. LAST NAME

B4. FIRST NAME

B5. MIDDLE NAME

B6. EXTENSION NAME e.g. Jr., III (if applicable) _____

B7. Date of Birth / /

B8. Age B9. Sex Male Female

B10. Belonging to Indigenous Peoples (IP) Community/Indigenous Cultural Community Yes No

B11. If yes, please specify: _____

B12. Mother Tongue: _____

B13. Religion: _____

For Learners with Special Education Needs

B14. Does the learner have special education needs?

Yes No

B15. If yes, please specify: _____

B16. Do you have any assistive technology devices available at home? (i.e. screen reader, Braille, DAISY)

Yes No

B17. If yes, please specify: _____

ADDRESS

B18. House Number and Street _____ B19. Barangay _____

B20. City/ Municipality _____ B21. Province _____ B22. Region _____

C. PARENT/ GUARDIAN INFORMATION

Father	Mother	Guardian
C1. Full Name (surname, full name, middle name) _____	C7. Full Maiden Name (surname, full name, middle name) _____	C13. Full Name (surname, full name, middle name) _____
C2. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school	C8. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school	C14. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school
C3. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working	C9. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working	C15. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working
C4. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No	C10. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No	C16. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No
C5. Contact number/s (cellphone/ telephone) _____	C11. Contact number/s (cellphone/ telephone) _____	C17. Contact number/s (cellphone/ telephone) _____



D. HOUSEHOLD CAPACITY AND ACCESS TO DISTANCE LEARNING

D1. How does your child go to school? Choose all that applies.

- walking public commute (land/ water) family-owned vehicle school service

D2. How many of your household members (including the enrollee) are studying in School Year 2020-2021? Please specify each.

- Kinder _____ Grade 4 _____ Grade 8 _____ Grade 12 _____
 Grade 1 _____ Grade 5 _____ Grade 9 _____ Others _____
 Grade 2 _____ Grade 6 _____ Grade 10 _____ (ie college, vocational,
 Grade 3 _____ Grade 7 _____ Grade 11 _____ etc)

D3. Who among the household members can provide instructional support to the child's distance learning? Choose all that applies.

- parents/ guardians others (tutor, house helper)
 elder siblings none
 grandparents able to do independent learning
 extended members of the family

D4. What devices are available at home that the learner can use for learning? Check all that applies.

- cable TV radio
 non-cable TV desktop computer
 basic cellphone laptop
 smartphone none
 tablet others: _____

D5. Do you have a way to connect to the internet?

- Yes
 No
 (If NO, proceed to D7)

D6. How do you connect to the internet? Choose all that applies.

- own mobile data
 own broadband internet (DSL, wireless fiber, satellite)
 computer shop
 other places outside the home with internet connection (library, barangay/ municipal hall, neighbor, relatives)
 none

D7. What distance learning modality/ies do you prefer for your child? Choose all that applies.

- online learning modular learning
 television combination of face to face with other modalities
 radio others: _____

D8. What are the challenges that may affect your child's learning process through distance education? Choose all that applies.

- lack of available gadgets/ equipment conflict with other activities (i.e., house chores)
 insufficient load/ data allowance high electrical consumption
 unstable mobile/ internet connection distractions (i.e., social media, noise from community/neighbor)
 existing health condition/s others: _____
 difficulty in independent learning

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE
 (Month/Day/Year)

/ /

Grade Level

Track (for SHS)



To authenticate this document, please scan the QR code



DEPED-OSEC-433014

LEARNER ENROLLMENT AND SURVEY FORM

Unsay Buhaton:

1. Palihog e Fill-up ang survey form
2. Basaha pag-ayo ug isulat ang impormasyon nga gikinahanglan
3. Kon dunay mga pangotana palihog pakisayod ngadto sa magtutudlo sa imong anak o Principal
4. Iuli isubmit maong "survey form" ngadto sa magtutudlo sa imong anak

A. GRADE LEVEL AND SCHOOL INFORMATION

- A.1 School Year - 2020-2021
- A.2 LRN
- A.3 Balik-Aral (Returning) Learner
- A.4 Grado nga Sudlan sa Bata Karong Tuiga
- A.5 Grado Sa Bata nga Iyang Nahuman
- A.6 Tuig Kanus-a niya nahuman ang maong Grado
- A.7 Eskwelahan Diin niya gihuman ang Grado
- A.8 School ID
- A.9 Address sa Eskwelahan
- A.10 Matang sa Eskwelahan (Pribado o Public)
- A.11 Eskwelahan nga Sudlan sa Bata
- A.12 Address sa Eskwelahan nga Enrollan
- A.13 School ID sa Eskwelahan nga Enrollan

Para Sa Senior High School

- A.14 Semester (1st or 2nd)
- A.15 Track
- A.16 Strand

B. Impormasyon Kabahin Sa Batang Moeskwela

- B.1 PSA Birth Certificate No. sa Bata Kon Duna
- B.2 LRN
- B.3 Apelyedo sa Bata
- B.4 Pangalan sa Bata
- B.5 Tunga-tungang Apelyido
- B.6 Dugang Pangalan, dunay Jr., III
- B.7 Birthday (Buwan, Adlaw, Tuig)
- B.8 Pangedaron
- B.9 Sex (Babaye o Lalaki)
- B.10 Sakop ba kamo sa Indigenous Peoples (IP)
- B.11 Kon OO ang tubag unsa nga IP Komunidad?
- B.12 gigamit nga Pakig-estorya
- B.13 Unsa imong Relihiyon

Para Sa Bata nga Magpasakop sa SPED

- B.14 Aduna bay Espesyal nga Panginahanglanon ang bata sa Pagtuon? Yes or No
- B.15 Kun OO ang tubag, unsa man kini?

(Amang way pangdunog o Problema sa Pagginin)

(Amang, way pangdungog, o Problema sa Pangisip

B.16 Dona ba kamoy kagamitan sa balay nga makat-on imong anak (example-Braille ug uban pa)

B.17 Kon OO, unsa man kini?

ADDRESS

B.18 Pangalan sa Kalye diin ka magpuyo?

B.19 Pangalan sa Barangay

B.20 Pangalan sa Municipalidad

B.21 Lalawigan

C. Ginikanan/Guardian nga Mga Impormasyon
(AMAHAN)

C.1 Pangalan sa Amahan (Apelyido, Ngalan, Tunga-tungang Apelyido)

C.2 Kinatas-ang Edukasyon nga Nahuman

Palihog I tsek ang napilian tubag sa ubos

_____ Gradwado sa Elementarya

_____ Gradwado sa High School

_____ Gradwado sa Kolehiyo

_____ Nakahuman sa Bokasyon (Vocational)

_____ Nahuman sa Masteral/Doctoral

_____ Wala nahuman sa Elementarya

C.3 Estado sa Panginabuhian

_____ Full-time nagtrabaho

_____ Part-time nagtrabaho

_____ Kaugalingong panginabuhi (negosyo ba o unsa)

_____ Nawad-an sa Trabaho tungod sa NCOVID or Quarantine

_____ Walay trabaho

C.4 Nagtrabaho ka ba sa balay tungod sa NCOVID 19?

C.5 Numero sa Cellphone (Papa)

(INAHAN)

C.6 Pangalan sa Inahan (Apelyedo, Ngalan, Tunga-tungang Apelyedo)

C.7 Kinatas-ang Edukasyon nga Nahuman

Palihog I tsek ang napilian tubag sa ubos

_____ Gradwado sa Elementarya

_____ Gradwado sa High School

_____ Gradwado sa Kolehiyo

_____ Nakahuman sa Bokasyon (Vocational)

_____ Nahuman sa Masteral/Doctoral

_____ Wala nahuman sa Elementarya

C.8 Estado sa Panginabuhian

_____ Full-time nagtrabaho

_____ Part-time nagtrabaho

_____ Kaugalingong panginabuhi (negosyo ba o unsa)

_____ Nawad-an sa Trabaho tungod sa NCOVID or Quarantine

_____ Walay trabaho

C.9 Nagtrabaho Ka ba tungd sa NCOV 19?

C.10 Numero sa Cellphone (Mama)

C.11 Pangalan sa Guardian (Apelyedo, Ngalan, Tunga-tungang Apelyedo)

C.12 Kinatas-ang Edukasyon nga Nahuman

Palihog I tsek ang napilian tubag sa ubos

- Gradwado sa Elementarya
 Gradwado sa High School
 Gradwado sa Kolehiyo
 Nakahuman sa Bokasyon (Vocational)
 Nahuman sa Masteral/Doctoral
 Wala nahuman sa Elementarya
- C.13 Estado sa Panginabuhian
- Full-time nagtrabaho
 Part-time nagtrabaho
 Kaugalingong panginabuhi (negosyo ba o unsa)
 Nawad-an sa Trabaho tungod sa NCOVID or Quarantine
 Walay trabaho
- C.14 Nagtrabaho ka ba sa balay tungod sa NCOVID 19?
- C.15 Numero sa Cellphone (Guardian)
- D. CAPACIDAD SA PANIMALAY SA PAGPAHIGAYON SA PAGKAT-ON SA BATA DIHA SA PANIMALAY (DISTANCE LEARNING)**
- D.1 Unsa ang pamaagi sa imong anak pag adto sa tulunghaan? (palihog I tsek ang tubag)
- magbaktas
 kaugalingong sakyanan
 magsakay sa publikong transportasyon
 sakyanan sa eskwelahan
- D.2 Pila sa inyong mga kabataan (apil sa gi-enroll dinhe) ang moeskwela karong tuiga SY 2020-2021. I tsek.
- | | | |
|------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Kinder | <input type="checkbox"/> Grade V | <input type="checkbox"/> Grade 9 |
| <input type="checkbox"/> Grade I | <input type="checkbox"/> Grade VI | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade II | <input type="checkbox"/> Grade 8 | <input type="checkbox"/> Grade 11 |
| <input type="checkbox"/> Grade III | <input type="checkbox"/> Grade 8 | <input type="checkbox"/> Grade 12 |
| <input type="checkbox"/> Grade IV | | |
- D.3 Kinsa sa miyembro sa pamilya ang makatabang sa bata nga nag eskwela kabahin sa iyang pagkat-on o pagtoon?
- | | |
|--|--|
| <input type="checkbox"/> Ginikanan/Guardian | <input type="checkbox"/> katabang sa balay |
| <input type="checkbox"/> Magulang o igsoon | <input type="checkbox"/> walay katabang |
| <input type="checkbox"/> Lolo ug Lola | <input type="checkbox"/> ang bata kamao mokat-on |
| <input type="checkbox"/> Ig-agaw o kauban sa balay | <input type="checkbox"/> kaugalingon |
- D.4 Unsa nga mga aparato ang anaa sa inyong balay?
- | | |
|---|--|
| <input type="checkbox"/> cable t.v. | <input type="checkbox"/> radio |
| <input type="checkbox"/> dili cable t.v | <input type="checkbox"/> desktop computer |
| <input type="checkbox"/> cellphone nga ordinary | <input type="checkbox"/> laptop |
| <input type="checkbox"/> smart nga cellphone | <input type="checkbox"/> wala |
| <input type="checkbox"/> tablet | <input type="checkbox"/> unsay uban wala dinhe |
- D.5 Duna bay internet connection sa imong balay?
- Adunay internet/Yes walay internet/No
- D.6 Unsa ang imong gigamit pag connect sa internet?
- | | |
|--|---|
| <input type="checkbox"/> Kaugalingong mobile data | <input type="checkbox"/> Computer shop |
| <input type="checkbox"/> kaugalingong broadband internet | <input type="checkbox"/> Ubang lugar gawas sa balay |
| | <input type="checkbox"/> wala |
- D.7 Unsa nga pamagi sa pagkat-on ang imong gusto nga sundon o himoon sa imong anak?
- | | |
|--|---|
| <input type="checkbox"/> on-line nga pagkat-on | <input type="checkbox"/> modular nga pagtoon |
| <input type="checkbox"/> television | <input type="checkbox"/> kombinasyon sa face to face ug ubang pamaagi |

- _____ radio
- D.8 Unsay mga kakulian nga imong gituhoan nga makababag sa pagkat-on o pagtoon sa imong anak diha sa inyong balay o (distanat learning) I tsek palihug ang inyong mga tubag.
- _____ walay gadget sama sa cellphone o laptop
 - _____ walay ikapalit ug load
 - _____ walay klaro nga internet connection
 - _____ kondisyon sa panglawas atoll ining COVID 19 sitwasyon
 - _____ dili makat-on ang bata sa iyang kaugalingon o kon walay motabang
 - _____ daghan ug mga buhat sa balay ang mga bata
 - _____ motaas among balayronon sa suga
 - _____ daghang mga babag (kabanha sa palibot, social media)
 - _____ ubang mga rason

Ako nagmatood nga tinuod ang akong gipangtubag nga impormasyon sa itaas ug akong gihatagan ang Departamento sa Edukasyon paggamit sa maong impormasyon ngadto sa Learners Information System, kining maong mga impormasyon alang lamang sa Departamento sa Edukasyon alang sa pag eskwela sa akong anak.

Signature

Petsa