



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

**School Governance and  
Operations Division**

June 23, 2020

**DIVISION MEMORANDUM**

No. 229, s. 2020

TO: Public Schools District Supervisors  
Secondary and Elementary School Heads  
Designated District and School ICT Coordinators  
All Others Concerned

**UTILIZATION OF GOOGLE SHEETS IN REPORTING LEARNER  
ENROLLMENT AND SURVEY FORM (LESF) DATA**

1. Enclosed are the Regional Memorandum no. 0315, s. 2020 and DepEd Memorandum signed by Undersecretary Jesus L. R. Mateo entitled **Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data** which is self-explanatory.
2. In view of this, the schools are directed report updated data in the link which was sent to all Public Schools District Supervisors and recently uploaded in our website. Enrollment Quick Count links previously deployed shall be disabled in order to have a unified link which shall be submitted to the Regional Office and Central Office.
3. Reporting of enrollment and survey results shall strictly be done by the previous advisers to avoid double counting
4. LIS-LESF tagging shall be done until July 30, 2020.
5. Immediate dissemination of this memorandum is strictly desired.  
Thank you.

  
**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

JUN 22 2020

REGIONAL MEMORANDUM  
No. **0315**, s. 2020

**UTILIZATION OF GOOGLE SHEETS IN REPORTING LEARNER ENROLLMENT AND SURVEY FORM (LESF) DATA**

To: Schools Division Superintendents  
All Others Concerned

1. Enclosed is a Memorandum from Usec. Jesus LR Mateo, Undersecretary for Planning and BHROD, dated June 22, 2020 entitled **Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data** which shall be expanded to cover the results of the survey.
2. For more details, refer to the attached communication.
3. In view of the above, the following provisions are hereby reiterated:
  - a. reporting of enrollment and survey results shall strictly be done by the previous advisers to avoid double counting; and
  - b. the new deadline for tagging is **July 30, 2020**.
4. For inquiries and clarifications, you may contact the Policy, Planning, and Research Division (PPRD) at (032) 414 0263, and look for Mr. Jess Marlowe Libre or through this email address, **pprd.ro7@deped.gov.ph**.
5. For the information, proper guidance, and compliance of all concerned.

**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director III  
OIC-Office of the Regional Director

STJ/CAE/PPRD/mgh

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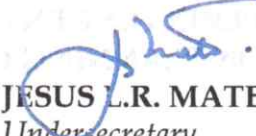


Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
**Office of the Undersecretary**

**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 (PS-EMISD) through e-mail at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

For immediate and appropriate action.