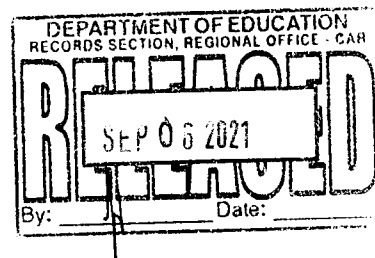




Republic of the Philippines
Department of Education
Cordillera Administrative Region



September 1, 2021

Regional Memorandum
No. 387-2021

**RESULT OF THE ONLINE EMERGENCY MEETING OF THE
REGIONAL OFFICE AND DIVISION PLANNING OFFICERS TO
FACILITATE ENROLMENT FOR SCHOOL YEAR 2021-2022**

To: OIC- Assistant Regional Director
Schools Division Superintendent
Assistant Schools Division Superintendent
All Others Concerned

1. Relative to the virtual emergency meeting of the Regional Office and Division Planning Officers (DPOs) conducted last August 25, 2021, this office informs the field of the result of the meeting.
2. The emergency meeting aimed to facilitate the enrolment for School Year 2021-2022.
3. Attached is the consolidated best practices, challenges, issues and concerns, actions taken and recommendations in the submission or tagging of the Modified Learner Enrolment and Survey Form (MLESF) as discussed, reported and agreed by the Division Planning Officers (DPOs) and the Regional Office.
4. Wide and immediate dissemination of this Memorandum is desired.


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CONSOLIDATED BEST PRACTICES, CHALLENGES, ISSUES AND CONCERNS, ACTIONS TAKEN, AND RECOMMENDATIONS OF DIVISION PLANNING OFFICERS (DPOs) IN THE SUBMISSION OR TAGGING OF THE MODIFIED LEARNER ENROLMENT AND SURVEY FORM (MLESF)

DIVISION	CHALLENGE/ISSUES & CONCERNS	ACTIONS TAKEN/ RECOMMENDATIONS	BEST PRACTICES
ABRA	<ul style="list-style-type: none"> • Some municipalities are on MECQ and lockdown due to pandemic that school heads cannot travel to the center (Bangued) to encode in their LIS and communication is impossible since there is no internet and phone signal as well as electricity like Tineg, Lagayan, Malibcong districts (covering 13 schools out of the 353 schools in Abra, public and private). • Resolution of system errors submitted through the Ticketing System is taking time for the CO to resolve • Overlapping of activities and reports required by the RO such as Mancom reports, IPCRF/OPRCF activity scheduled today. 	<ul style="list-style-type: none"> • Communicate thru radio for the school heads to submit the accomplished Modified Learner Enrolment and Survey Form (MLESF) to the DO after the end of the 7 days of lockdown. • For school heads to go down to the DO to encode after the lockdown. 	<ul style="list-style-type: none"> • Posting of announcements in group chats created for the purpose. • Constant follow up for the submission of reports thru mobile phones and radio announcements for schools with no internet. • Conducted orientation on Enrolment Guidelines for SY 2021-2022 to update School heads.

	<ul style="list-style-type: none"> • Some schools cannot enter and input in the system like Quidaoen ES. 	<ul style="list-style-type: none"> • To be reported to the ICTS in the CO 	
	<ul style="list-style-type: none"> • No internet signal 	<ul style="list-style-type: none"> • Follow-up report by Calling up school heads thru mobile phone & radio announcement to schools with no signal. 	
	<ul style="list-style-type: none"> • Resolution of system errors submitted through the Ticketing System is taking time for the CO to resolve 	<ul style="list-style-type: none"> • Reported error in Central Office and constant follow up 	
	<ul style="list-style-type: none"> • Overlapping of activities and reports required by the RO such as Mancom reports, IPCRF/OPRCF activity scheduled today, 	<ul style="list-style-type: none"> • RO to communicate to the SDS (during the Mancom) to: <ul style="list-style-type: none"> - Delegate the OPCRF/IPCRF responsibilities to the SEPS for HR for the duration of the enrolment and opening of classes • All DPOs should be hands on during these crucial times of enrolment and opening of classes to monitor and provide TA on the MLESF submission and tagging by the school heads. 	
APAYAO	<ul style="list-style-type: none"> • Difficulty in online LIS encoding in most areas in Upper Apayao (Calanasan, Kabugao and some areas in Conner) 	<ul style="list-style-type: none"> • Advised schools to consolidate data and do one time encoding in area where there is good internet connection (if daily input in the system is not really possible) • Daily posting of enrollment updates/Constant reminder of online encoding of enrollment quick count in the SDO LIS BEIS GCs (2 GC for Elem, 1 for Sec, 1 for Private, 1 for PSDS group, SDO Official GC) 	<ul style="list-style-type: none"> • Distributed the MLESF last week right after the issuance of the Memo (August 19). • Creation of Google sheet for schools to facilitate consolidation per section/per grade level • Some schools coordinated with Barangay Officials in the distribution of forms, set up designated dropping
	<ul style="list-style-type: none"> • Some learners/parents do not understand and have difficulties in filling up the form. 	<ul style="list-style-type: none"> • Advisers or teachers explain the forms in detail. (especially D1 in the LES form) 	

	<ul style="list-style-type: none"> LIS System glitch- some data input was not saved. 	<ul style="list-style-type: none"> Schools are regularly advised to check and make sure to complete all the 10 parts/ table in the survey. 	<ul style="list-style-type: none"> areas of accomplished LESF to facilitate collection of forms. Division Planning Officer assisted some schools in the online encoding for schools without internet signals Provision of TA to schools on LIS Quick Count and resolving other LIS Issues even after office hours. The division was the number 3 nationwide in the LESF submission in the LIS (Quick Count
	<ul style="list-style-type: none"> Some LIS End of SY finalization issues reported to the Central Office via Ticketing system are not yet resolved by the technical team 	<ul style="list-style-type: none"> Constant Follow up of the Ticketing Requests to the CO. 	
	<ul style="list-style-type: none"> Overlapping work assignment and only one staff in the Planning Unit. 	<ul style="list-style-type: none"> Request for 1 personnel to assist in the planning unit. Write a formal request to the SDS. For the RO to remind during the Mancom meeting. 	
	<ul style="list-style-type: none"> The Quick Count referred to as the MLESF requires many information and is not actually a quick count of enrolment numbers only. The DPO cannot assist the school heads since they have to fill up all the information required in the MLESF. The system does not accept and save incomplete information in the MLESF. 	<ul style="list-style-type: none"> Schools had to adjust redo and adjust to the requirements of the MLESF. 	
BAGUIO CITY	<ul style="list-style-type: none"> Schools had hard time consolidating the MLESF and encoding in the LIS 	<ul style="list-style-type: none"> Orientation conducted to schools on MLESF 	<ul style="list-style-type: none"> Deployed google sheet for public and private schools to accomplish the daily enrolment Created fb page for LIS concerns.
	<ul style="list-style-type: none"> No facility in the LIS for RO and SDO to view and generate the inputs of the schools. 	<ul style="list-style-type: none"> Daily updates on the Quick Count emailed by the CO. 	
	<ul style="list-style-type: none"> Some private schools have not encoded in the quick count since some of them have already started their classes 	<ul style="list-style-type: none"> Rendered technical assistance to schools through phone calls/text/fb/messenger/face-to-face 	

		<ul style="list-style-type: none"> • Seek assistance of the private schools association president, always involve their association. • Set an encoding session in the DO for all private school representatives to encode in the DO, provide them meals. 	
	<ul style="list-style-type: none"> • Attend to other tasks and accomplish reports required by the regional office and other offices (SHS application, Mancom concerns, PMT concerns, LGU required reports, etc.) 	<ul style="list-style-type: none"> • Accomplish the data/reports depending on the set deadline • Request from LGU Baguio to provide a staff to be stationed to the SDO to be responsible in providing all LGU needed data. • Set priorities according KRA. 	
	<ul style="list-style-type: none"> • Multiple system glitch in the system 	<ul style="list-style-type: none"> • For ticketing in the Central Office 	
BENGUET	<ul style="list-style-type: none"> • Old forms were floated by the school heads since enrolment came ahead than the released of the new form. • School retrieval of Accomplished Enrollment Forms from parents/learners are slow due to strict IATF policies in some districts. • School LIS-EOSY finalization is still on-going and most of the system errors uploaded to Central Office for their actions are not yet resolved. • Overlapping of works/reports, appended duties assigned to planning • Overlapping of LIS activities instead of concentrating to EOSY updating for SY 2020-2021, here 	<ul style="list-style-type: none"> • Adjustments has to be made accordingly to comply with the new form. • Teachers/School heads contact the parents/learners to get the information of their learners • Advisers/School Heads to update the status of other learners, finalize classes that can be finalized while waiting the issues to be fix by Central Office • Need of assistant personnel to help in LIS especially that SDO-Benguet has 489 schools inclusive of SUC, private schools with integrated levels of offerings • Double time providing TA to schools since they are hard up to locate what they shall do • Request from the SDS to provide ADAS 	<ul style="list-style-type: none"> • Schools are doing per barangay enrollment • PSDS/DCPs are assigned to monitor the school enrollment within their districts • LES-Quick Count is encouraged for schools to fill out online, included as one context on Division Oplan Balik-Eskwela Monitoring

	<p>comes LES-Quick Count facility for SY 2021-2022, double time providing TA to schools since they are hard up to locate what they shall do.</p> <ul style="list-style-type: none"> • Need of assistant personnel to help in LIS especially that SDO-Benguet has 489 schools inclusive of SUC, private schools with integrated levels of offerings 		
IFUGAO: (DPO did not join the Virtual Meeting)	<ul style="list-style-type: none"> • Some LIS issues elevated to the CO were not acted upon by the technical team 		<ul style="list-style-type: none"> • Prepared enrolment google sheet and uploaded it to the LIS-EBEIS Group Chat (GC), District GCs and GC with private schools • Extended TA and answer queries of schools related to LIS issues • Enrolment forms were given to feeder barangays and to parents by the school.
		<ul style="list-style-type: none"> • Presented DO 32 s. 2021 during the meeting with PSDSs and unit heads 	
		<ul style="list-style-type: none"> • Posting of LIS updates in the LIS-EBEIS GC, District GCs including private school GC 	
		<ul style="list-style-type: none"> • Constantly reminding schools that do not comply with the complete requirements of LIS issues that needs to be elevated to the CO for resolution 	
		<ul style="list-style-type: none"> • Constantly reminding school heads and LIS coordinators on the encoding of enrolment quick count in the LIS not only in the google sheet form 	
	<ul style="list-style-type: none"> • Few parents are enrolling their children 	<ul style="list-style-type: none"> • Schools served the enrolment survey forms to learners' barangay 	
	<ul style="list-style-type: none"> • Some parents are requesting for a face to face before they will enroll their children especially parents who did not go to school so that learners will learn better 	<ul style="list-style-type: none"> • Teachers and school heads helped each other in explaining to parents about the situation for better understanding of the situation 	
	<ul style="list-style-type: none"> • Modification of the LESF hence requires time and effort by the 	<ul style="list-style-type: none"> • Collection of Enrolment Survey Form is still on-going 	

	<p>teachers and school heads in explaining to parents and or guardians.</p> <ul style="list-style-type: none"> • On internet connection: Most of the schools particularly schools located in far flung barangays either have no signal or poor signal 	<ul style="list-style-type: none"> • Schools concerned either go to the town centers or look for areas where there is a signal 	
KALINGA	<p>Internet access problem:</p> <ul style="list-style-type: none"> • Only 10 out of 32 secondary and 30 out of 160 elementary schools have good internet signal which can do regular online activities • LIS Coordinators need to find sites (come down to Tabuk) with good internet signal • LES Quick Count requires encoding of Modified Learner Enrollment and Survey Form which was modified, so it will take time again for the teachers to explain to parents/guardians and gather the needed information and it was late when downloaded (Aug 19) • Some schools are still retrieving the MLESFs and they will be encoding by batch in the LIS • Simultaneous activities facilitated by the Planning Office 	<ul style="list-style-type: none"> • Conducted Orientation on the Modified Enrolment Guidelines • Downloaded Division memorandum regarding submission of enrollment report and tagging in the LIS • With online (google form) and offline (excel template) data gathering tool • Constantly reminding the concerned schools heads and LIS coordinators on the submission of enrollment and tagging in the LIS • Onsite: during assemblies or trainings of school heads/teachers • Offline: thru posting advisory in the LIS Coordinators and School heads Group chats • Constantly giving update on the Status of LESF Uploading (per district) thru posting advisory in the LIS Coordinators and School heads Group chats and PSDS group chat • Continuous consolidation of enrolment data for ready reference and reporting • Continuous provision of technical support in the LIS -LES tagging • providing access to Internet at DO and answering queries relative to tagging. 	<ul style="list-style-type: none"> • Deployment of online enrolment data gathering form thru google form and Offline (excel form) data gathering form (reasons for variance integrated). Reported 60% accomplished in the Early Registration but not the MLESF submission or tagging. • Daily reminders to all LIS coordinators and school heads as well as announcements during assemblies, flag ceremony, and trainings. • Provision of internet access at DO. • Immediate action on TA needs and answering of queries relative to LIS tagging.

	<ul style="list-style-type: none"> • (Providing TA relative to LIS-EOSY Tagging, preparing reports required by higher office and other line agencies) 		
Mountain Province	<ul style="list-style-type: none"> • Opening of SY 2021-2022 dashboard while the LIS-EOSY 2020-2021 is still open is not user friendly because it confused the users in the field. • All field in the Quick Count LESF data should be encoded before the schools can save the data e.g. enrolment data should tally with the other field like the parents/household information, household capacity and access to distance learning and others. • For LIS-EOSY 2020-2021, 32 schools are still under unfinalized status due to unresolved issues escalated to the CO Helpdesk. • Late release of the MLESF (August 19) by the CO. What was used since August 16 was the LESF (old form). <ul style="list-style-type: none"> 1. The MLESF requires many data and not actually a Quick Count of Enrolment only so that DPOs can assist the schools. Internet connection. 	<ul style="list-style-type: none"> • Instructions thru call, text and GCs were provided on how to return back to SY 2020-2021 dashboard for school who are still under "unfinalized" status for LIS-EOSY 2020-2021 since the default dashboard is now for SY 2021-2022. • Daily status of compliance were posted also on GCs. Data were consolidated per district, e.g. # of schools complying schools per district including the list of schools per district. • Daily reminder also to the schools thru the GCs created. • Adjustment has to be made in the schools to comply with the MLESF. • Feedback to the CO thru the National Mancom • Go to the nearest center where there is connection. 	<ul style="list-style-type: none"> • Creation of GCs for LIS/EBEIS updates and provision of assistance. • Consolidation of the list of schools with data per district and posting it in the GC for information and compliance of other schools. • Provision of assistance thru call and text.
Tabuk City	<ul style="list-style-type: none"> • Creation of google sheet for the initial 3 days for encoding of schools while there is still no 		<ul style="list-style-type: none"> • Kalinga NHS Implemented Automated LESF Consolidator. They followed

	facility deployed by the CO. When the facility was deployed, schools prefer to encode in the google sheet created locally since the MLESF deployed requires a lot of data.		the instructions of the DepED Order, thus they were the only school in Tabuk City that encoded and tagged in the LIS.
	<ul style="list-style-type: none"> Information dissemination 	<ul style="list-style-type: none"> Conducted orientation on DO 32 s. 2021 	
	<ul style="list-style-type: none"> LESF used during the Early Registration is entirely different from the MLESF to be used this SY by virtue of DepED Order 22, 2021 which was only released last Friday (August 20, 2021). Reproduction and distribution is still on going. 	<ul style="list-style-type: none"> Feedback to the CO thru the National Mancom. 	

AGREEMENTS:

On overlapping of activities	<ul style="list-style-type: none"> The Planning Officers to give priority and concentrate on the LIS Enrolment from August 19 to September 24, 2021. Other reports, activities be assigned to other personnel in the SDO like OPCRF to the SEPS for HR, etc.
	<ul style="list-style-type: none"> Deploy/provide at least one staff to assist the Planning Officers in the Planning Unit. A request from all SDOs except Mt. Province and Benguet.
Commitments from the DPOs on the submission of schools the MLESF in the LIS:	<ul style="list-style-type: none"> Abra – 60% or 211 schools out of 353 total public and private schools Apayao – 70% or 140 schools out of 200 total public schools Baguio City – 100% or 68 schools (public schools only) Benguet – 50% or 215 schools out of 429 public schools Ifugao – DPO not present during the meeting Kalinga – 50% or 97 schools out of the 193 total public schools Mt. Province – 50% or 133 schools out of the 265 total public schools Tabuk City – 75% or 79 schools out of 105 total public schools

Regular meeting of DPOs	<ul style="list-style-type: none"> • For the PPRD to set a schedule of meeting every quarter.
Rewards and Incentives	<ul style="list-style-type: none"> • Revive the Search for Best Performing DPO in the LIS Quick Count, BOSY, EOSY, etc.
Internet connectivity problems	<ul style="list-style-type: none"> • Strategize how to submit on time.

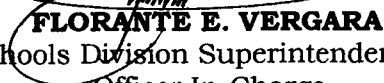
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