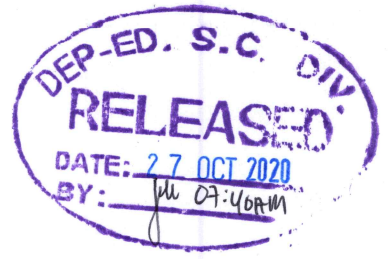




Republic of the Philippines  
**Department of Education**  
REGION XIII – CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



October 26, 2020

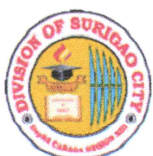
**DIVISION MEMORANDUM**  
No. 179, s. 2020

**DIVISION TRACKING OF TRANSFERRED IN AND TRANSFERRED OUT OF  
LEARNERS IN PRIVATE AND PUBLIC SCHOOLS FOR SY 2020-2021**

TO: Assistant Schools Division Superintendent  
Chiefs- SGOD and CID  
PSDSs of the 10 Districts  
School Heads of Private and Public Schools  
SEPS – PRU  
Planning Officer II  
SEPS and staff of SMME  
This Division

1. The weekly Harmonized Readiness Assessment Report of the Division revealed more than 100% increase in the enrolment of the eighty-seven (87) public schools in the Division of Surigao City.
2. This increased enrolment indicates an influx of learners to the Division that requires additional resources for the preparation of the Self Learning Modules (SLMs) and other materials necessary for Distance Learning. On the other hand, transferred out of learners was also observed in some schools.
3. Thus, the need for tracking the Transferred Out and Transferred In of Learners is deemed necessary to come up with interventions and measures for the procurement of necessary resources and for policy recommendations.
4. In this connection, all School Heads of both Public and Private Schools in this Division and the PSDSs are required to fill out the attached templates. To wit :
  - Tool 01 (Attachment 1) is for the individual class/section /grade level which will be accomplished by the class adviser;
  - Tool 02 (Attachment 2) is for School Consolidation which will be accomplished by the School Head;
  - Tool 03 (Attachment 3) is for District Consolidation which will be accomplished by the PSDSs. Note : Private Schools are not included in the District Consolidation ;
  - Tool 03A (Attachment 4) is for Private Schools Consolidation which will be accomplished by the EPSP II of SMME of the SGOD Functional Division; and
  - Tool 04 (Attachment 5) is for the Division Consolidation which will be accomplished by the EPSP II of SMME.

Page 1 of 14



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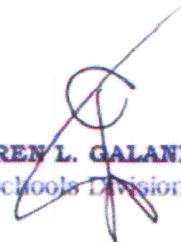
5. Templates of these tools will also be uploaded for easy access in the SMEA group of the Division and the Private Schools (Surigao City) group in Messenger.

**6. District Consolidations (Tool 3) and School Consolidations (Tool 02) of the 25 Private Schools must be submitted to the EPSp II of SMME on or before October 29,2020** for the Division consolidation. Submission will be done virtually through the following email addresses : [medeline.busio@deped.gov.ph](mailto:medeline.busio@deped.gov.ph) and cc to [jennifer.jovita@deped.gov.ph](mailto:jennifer.jovita@deped.gov.ph). **All submitted reports must be in EXCEL (.xls) format for easy consolidation.**

6. Each District must also submit digital copies of School Consolidated reports of the schools in their respective district for reference.

7. The Planning and Research Unit (PRU) of this Division must be provided with copies of the District, Private Schools and Division Consolidated Reports for validation purposes.

8. Wide dissemination and compliance of this memorandum is enjoined.

For:  
  
**KAREN L. GALANIDA, Ph.D, CESO V**  
Schools Division Superintendent

Encl.:  
As stated

References:  
None

To be indicated in the Perpetual Index under the following subjects:

ENROLMENT	TRANSFERRED IN	TRANSFERRED OUT	PRIVATE SCHOOLS
SY 2020-2021			

jrj 10.25.2020



SMME Tracking of Learners Tool 01. Individual Class/Section

District :

School :

Public : \_\_\_\_\_ Private : \_\_\_\_\_ (Please Check)

Grade Level : \_\_\_\_\_ Section : \_\_\_\_\_

Adviser : \_\_\_\_\_

Current Enrolment (SY 2020 - 2021) :

Previous Enrolment (SY 2019 - 2020) :

Variance :

Enrolment : Increased \_\_\_\_\_ Decreased \_\_\_\_\_ (Please Check)

No. of Transferred In :

No. of Transferred Out :

**Tracking of Transferred In and Out of Learners**

*Note : Account each learner identified as Transferred In or Transferred Out. Add rows when needed.*

**A. Transferred In**

No.	Name of Learner	Previous School	Division	Public/ Private
1				
2				

**B. Transferred Out**

No.	Name of Learner	School Enrolled In	Division	Public/ Private	Remarks
1					
2					



SMME Tracking of Learners Tool 02. School Consolidation

District :

School :

Public : \_\_\_\_\_ Private : \_\_\_\_\_ (Please Check)

Kindergarten : \_\_\_\_\_ Elementary : \_\_\_\_\_ JHS : \_\_\_\_\_ SHS : \_\_\_\_\_ (Please Check)

Name of School Head : \_\_\_\_\_

Total Current Enrolment (SY 2020 - 2021) : \_\_\_\_\_

Total Previous Enrolment (SY 2019 - 2020) : \_\_\_\_\_

Total Variance : 0

Total Enrolment : Increased \_\_\_\_\_ Decreased \_\_\_\_\_ (Please Check)

Total No. of Transferred In : \_\_\_\_\_

Total No. of Transferred Out : \_\_\_\_\_

**Tracking of Transferred In and Out of Learners**

*Note : Please refer to the sample table at the right...*

**A. Transferred In**

Grade Level	No. of Learners	Previous School	Division	Public/ Private

Please refer to Sample Filled out Table A in the next page.

**B. Transferred Out**

Grade Level	No. of Learners	School Enrolled In	Division	Public/ Private	Remarks
1					
2					

Please refer to Sample Filled out Table B in the next page.



**SAMPLE TABLE A**

*(Source should be Tool 01. Individual Class /Section Table A)*

Grade Level	No. of Learners	Previous School	Division	Public/Private
1	5	SPUS	SC	Private
	3	SEC	SC	Private
	2	SSES	SC	Public
2	1	BCES	BC	Public

**SAMPLE TABLE B**

*(Source should be Tool 01. Individual Class /Section Table B)*

Grade Level	No. of Learners	School Enrolled IN	Division	Public/Private	Remarks
1	1	Day-asan ES	SC	Public	Change of residence
	1	SPUS	SC	Private	Change of residence
	1	N/A	N/A	N/A	Stop schooling due to health reasons
2	1	Butuan CES	BC	Public	Change of residence due economic reasons
	1	N/A	N/A	N/A	No information of the whereabouts of the family





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Attachment 3 of DM no. 19, s. 2020

SMM Tracking of Learners Tool 03. District Consolidation

District :

School :

Name of PSDS :

	Kinder	Elementary	JHS	SHS	TOTAL
Total Current Enrolment (SY 2020 - 2021) :					0
Total Previous Enrolment (SY 2019 - 2020) :					0
Total Variance :	0	0	0	0	0

Total Enrolment : Increased \_\_\_\_\_ Decreased \_\_\_\_\_ (Please Check)

	Kinder	Elementary	JHS	SHS	TOTAL
Total No. of Transferred In :					0
Total No. of Transferred Out :					0



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### Sample Table A

(Source should be Tool 02, School Consolidation Table A)

School	No. of Learners	Previous School	Division	Public/ Private
MEMCES	15	SPUS	SC	Private
	10	SEC	SC	Private
	2	SSES	SC	Public
Day-asan	3	BCES	BC	Public

### Sample Table B

(Source should be Tool 02, School Consolidation Table B)

School	No. of Learners	School Enrolled IN	Division	Public/ Private	Remarks
MEMCES	1	Day-asan ES	SC	Public	Change of residence
	2	SPUS	SC	Private	Change of residence
	2	N/A	N/A	N/A	Stop schooling due to health reasons
Day-asan ES	1	Butuan CES	BC	Public	Change of residence due economic reasons
	3	N/A	N/A	N/A	No information of the whereabouts of the family



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SMME Tracking of Learners Tool 03A. Private Schools Consolidation

No. of Private Schools :	Kindergarten	Elementary	JHS	SHS	TOTAL
					0

Total Current Enrolment (SY 2020 - 2021) :	Kindergarten	Elementary	JHS	SHS	TOTAL
					0
Total Previous Enrolment (SY 2019 - 2020) :					0
Total Variance :	0	0	0	0	0

Total Enrolment : Increased \_\_\_\_\_ Decreased \_\_\_\_\_ (Please Check)

Total No. of Transferred In :	Kindergarten	Elementary	JHS	SHS	TOTAL
					0
Total No. of Transferred Out :					0

Tracking of Transferred In and Out of Learners

A. Transferred In				
School	No. of Learners	Previous School	Division	Public/ Private

Please refer to  
Sample filled out  
Table A.



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## Sample Table B

(Source should be Trial 02. School Consolidation Table B)

School	No. of Learners	School Enrolled IN	Division	Public/ Private	Remarks
SPUS	1	Day-asan ES	SC	Public	Change of residence
	2	SPUS	SC	Private	Change of residence
	2	N/A	N/A	N/A	Stop schooling due to health reasons
	1	Butuan CES	BC	Public	Change of residence due economic reasons
	3	N/A	N/A	N/A	No information of the whereabouts of the family



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SMM Tracking of Learners Tool Q4, Division Consolidation

Division :

Name of SDS : \_\_\_\_\_

No. of Public Schools :	Kinder	Elementary	JHS	SHS	TOTAL
	(65)	65	22	(21)	87

Total Current Enrolment (SY 2020 - 2021) :	Kinder	Elementary	JHS	SHS	TOTAL
					0
Total Previous Enrolment (SY 2019 - 2020) :					0
Total Variance :	0	0	0	0	0

Total Enrolment : Increased \_\_\_\_\_ Decreased \_\_\_\_\_ (Please Check)

Total No. of Transferred In :	Kinder	Elementary	JHS	SHS	TOTAL
					0
Total No. of Transferred Out :					0



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