



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475  
Email address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)



DIVISION MEMORANDUM

No. 102s. 2017

To: PUBLIC ELEMENTARY SCHOOLS HEADS  
PUBLIC SECONDARY SCHOOL HEADS  
PRIVATE ELEMENTARY SCHOOL HEADS  
PRIVATE SECONDARY SCHOOL HEADS

From: *for: [Signature]*  
ALLAN G. FARNAZO, Ph.D., CESO IV  
Regional Director IV, Concurrent SDS

Subject: Actual Enrollment Data for S.Y 2017-2018

Date: June 1, 2017

1. This field is hereby directed to submit signed hardcopy of actual enrolment data to the division office for the period covered:
  - 1.1 June 5-9, 2017
  - 1.2 June 12-16, 2017
2. First week's report is due 5 pm on June 9, 2017 while the second week's report shall be due 5 pm also on June 16, 2017. Kindly submit the reports to Mr. Kevin B. Asequia, Division Planning Officer III
3. This field is encourage to record separately the enrollment of the different classes/sections belonging to the same grade level
4. See attached reply form for your guidance and compliance



Copies Furnished:  
Person Concerned  
Records Section-Memorandum/

/KBA



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Attachment No. 1 to Division Memo No. 142, s.2017

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

Date Submitted: June 9, 2017

Grade Level-Section	Section	Male	Female	Total
Kinder -				
Kinder -				
Kinder -				
Kinder -				
Grade 1 or 7 -				
Grade 1 or 7 -				
Grade 1 or 7 -				
Grade 1 or 7 -				
Grade 2 or 8 -				
Grade 2 or 8 -				
Grade 2 or 8 -				
Grade 2 or 8 -				
Grade 3 or 9 -				
Grade 3 or 9 -				
Grade 3 or 9 -				
Grade 3 or 9 -				
Grade 4 or 10 -				
Grade 4 or 10 -				
Grade 4 or 10 -				
Grade 4 or 10 -				
Grade 5 -				
Grade 5 -				
Grade 5 -				
Grade 5 -				
Grade 6 -				
Grade 6 -				
Grade 6 -				
Grade 6 -				
Total				

1. For elementary or JHS use only
2. Please adjust the table if you have more than four classes/sections for a particular grade level. Copy of this form can be downloaded in the division's official Facebook page, [Department of Education – El Salvador Division](#) and website

\_\_\_\_\_  
Name and Signature of School Head/Principal



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Attachment No. 2 to Division Memo No. 162, s.2017

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

Date Submitted: June 9, 2017

Grade Level	Section	Track	Strand	Male	Female	Total
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
Grade 11 -						
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Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Grade 12						
Total						

1. For Senior High School Use Only
2. Please adjust the table if you have more than four classes/sections for a particular grade level. Copy of this form can be downloaded in the division's official Facebook page, [Department of Education - El Salvador Division](#) and website

\_\_\_\_\_  
Name and Signature of School Head/Principal