



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

October 19, 2023

DIVISION MEMORANDUM

No. 465, s. 2023

**SUBMISSION OF SCHOOL DATA AS REQUIRED BY REGIONAL
MEMORANDUM NO. 0616 S. 2023, RE: ANALYSIS OF FACTORS
CONTRIBUTING TO THE ENROLLMENT STATUS FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Division Planning Officer III
SEPS, SMME
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to Regional Memorandum No. 0616 s., 2023 re: Analysis of Factors Contributing to the Enrollment Status for SY 2023-2024, the field is hereby directed to comply with the data needed by the Regional Office on or before October 25, 2023.
2. To simplify and streamline the process of reporting the data needed per school, the field is further informed to check and watch the video material that was prepared and sent by the planning unit via Facebook.
3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA

Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects: BUDGET



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