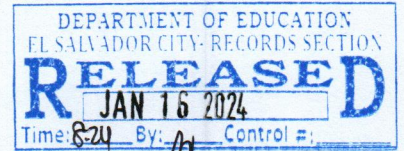


Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

January 11, 2024

DIVISION MEMORANDUM  
No. 023, s. 2024

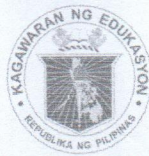
**FAST TRACKING ON THE SUBMISSION OF SCHOOL FORM 10 (SF10) AND SCHOOL REQUEST FORMS FOR LEARNERS WITH ENROLLMENT GAPS AND OTHER ENROLLMENT ISSUES TO BE REPORTED TO THE CENTRAL OFFICE**

To: Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Planning Unit  
Public and Private Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. In line with the agency's mandate to report accurate, reliable, and on-time data for planning and budgeting, the field is hereby directed to fast-track the preparation and submission of the documentary requirements for their learners with the following enrollment status:
  - 1.1 LRN Approval
  - 1.2 Correction of Learner Profile
  - 1.3 Correction of Grade Level
  - 1.4 Enrollment of Ineligible
  - 1.5 Enrollment with Gap
  - 1.6 Temporary Enrollment
2. Moreover, by January 31, 2024, the field is required to submit justification for non-compliance or failure to produce the required documents for the approval of the existing and or pending enrollment of the schools. See **Enclosure 1**.
3. Attached also is **Enclosure 2** to provide school administrators a clear information on the number of learners with various pending enrollment issue in their respective schools.

*Handwritten signature/initials*






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4. Further, the schools are advised to strictly adhere to the mechanisms in terms of report/data submission prescribed by the planning unit during the December 11, 2023 interfacing with all the ICT Coordinators.
5. 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 account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. 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:

PROGRAM

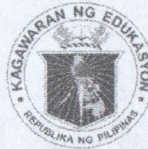
KBA



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**SCHOOLS DIVISION OF EL SALVADOR CITY**

**ENCLOSURE 1. JUSTIFICATION FORM**

| LEARNER'S NAME | LRN | SCHOOL OF ORIGIN | DIVISION | REGION | REASON/S OF FAILURE TO SECURE/SUBMIT THE REQUIRED DOCUMENT | INITIATIVES/STEPS UNDERTAKEN | OTHER T.A NEEDS FROM D.O |
|----------------|-----|------------------|----------|--------|--|------------------------------|--------------------------|
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
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|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |
|                |     |                  |          |        |  |                              |                          |

Prepared:

\_\_\_\_\_  
 LIS COORDINATOR  
 DATE

Reviewed and Approved:

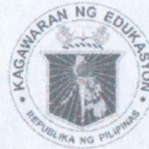
\_\_\_\_\_  
 SCHOOL HEAD  
 DATE



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**ENCLOSURE 2. ENROLLMENT ISSUES PER SCHOOL**

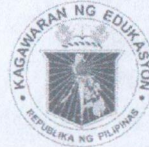
| School  | Oldest request date | LRN Approval | Correction of Learner Profile | Correction of Grade Level | Enrolment of Ineligible | Enrolment w/ gap | Temporary Enrolment | Pending Transferred-Out | Pending Transfer-In |
|---|---------------------|--------------|-------------------------------|---------------------------|-------------------------|------------------|---------------------|-------------------------|---------------------|
| 127667 - Amoros ES<br>ELEMENTARY                            | 12/05/2023<br>14:20 | 0            | 0                             | 0                         | 9                       | 4                | 0                   | 0                       | 0                   |
| 137220 - Badiangon Elementary School<br>ELEMENTARY          | 11/25/2023<br>11:18 | 3            | 0                             | 0                         | 0                       | 0                | 0                   | 0                       | 0                   |
| 127668 - Bolisong ES<br>ELEMENTARY                          | 11/06/2023<br>00:00 | 0            | 0                             | 0                         | 0                       | 0                | 0                   | 0                       | 2                   |
| 127670 - Cogon ES<br>ELEMENTARY                             | 09/25/2023<br>10:56 | 1            | 0                             | 0                         | 1                       | 0                | 1                   | 0                       | 2                   |
| 304065 - Cogon National High School<br>SECONDARY            | 12/11/2023<br>09:35 | 3            | 0                             | 0                         | 7                       | 7                | 1                   | 1                       | 2                   |
| 127671 - El Salvador City CS<br>ELEMENTARY                  | 10/09/2023<br>14:57 | 0            | 0                             | 0                         | 1                       | 3                | 0                   | 4                       | 4                   |
| 304787 - El Salvador City National High School<br>SECONDARY | 01/11/2024<br>08:45 | 0            | 0                             | 0                         | 1                       | 13               | 4                   | 1                       | 2                   |
| 127672 - Himaya ES<br>ELEMENTARY                            | 09/25/2023<br>16:13 | 0            | 0                             | 0                         | 2                       | 2                | 0                   | 1                       | 0                   |
| 304768 - Himaya National High School<br>SECONDARY           | 10/24/2023<br>12:48 | 0            | 0                             | 0                         | 0                       | 4                | 0                   | 0                       | 0                   |



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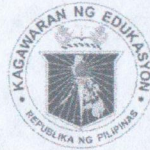
| School  |            | Oldest ><br>request date | LRN ><br>Approval | Correction of ><br>Learner Profile | Correction of ><br>Grade Level | Enrolment ><br>of Ineligible | Enrolment ><br>w/ gap | Temporary ><br>Enrolment | Pending ><br>Transferred-Out | Pending ><br>Transfer-In |
|---|------------|--------------------------|-------------------|------------------------------------|--------------------------------|------------------------------|-----------------------|--------------------------|------------------------------|--------------------------|
| 127673 -<br>Hinigdaan ES                      | ELEMENTARY | 10/23/2023<br>21:22      | 0                 | 0                                  | 0                              | 1                            | 1                     | 0                        | 2                            | 3                        |
| 315318 -<br>Hinigdaan NHS                     | SECONDARY  | 01/05/2024<br>08:20      | 4                 | 0                                  | 0                              | 1                            | 10                    | 0                        | 0                            | 1                        |
| 501927 -<br>Kalabaylabay Integrated<br>School | SECONDARY  | 01/09/2024<br>14:37      | 0                 | 0                                  | 0                              | 1                            | 2                     | 0                        | 0                            | 2                        |
| 501927 -<br>Kalabaylabay Integrated<br>School | ELEMENTARY | 09/21/2023<br>16:06      | 2                 | 0                                  | 0                              | 0                            | 0                     | 0                        | 1                            | 0                        |
| 127675 -<br>Kibonbon ES                       | ELEMENTARY | 09/25/2023<br>19:09      | 0                 | 0                                  | 0                              | 1                            | 2                     | 0                        | 0                            | 0                        |
| 315305 -<br>MOLUGAN NATIONAL<br>HIGH SCHOOL   | SECONDARY  | 11/14/2023<br>14:04      | 0                 | 0                                  | 0                              | 4                            | 5                     | 2                        | 5                            | 8                        |
| 405147 -<br>Miraculous Medal Academy          | ELEMENTARY | 11/13/2023<br>00:00      | 0                 | 0                                  | 0                              | 0                            | 0                     | 0                        | 1                            | 2                        |
| 127676 -<br>Molugan Central School            | ELEMENTARY | 12/05/2023<br>09:57      | 3                 | 0                                  | 0                              | 5                            | 3                     | 0                        | 0                            | 4                        |
| 127677 - Pedro<br>Sa. Baculio ES (Bolobolo)   | ELEMENTARY | 09/20/2023<br>10:26      | 0                 | 0                                  | 0                              | 1                            | 0                     | 0                        | 0                            | 0                        |
| 127678 -<br>Sambulawan Elementary<br>School   | ELEMENTARY | 10/24/2023<br>12:43      | 1                 | 0                                  | 0                              | 2                            | 0                     | 0                        | 0                            | 0                        |
| 305683 -<br>Sambulawan National High          | SECONDARY  | 09/25/2023<br>02:35      | 0                 | 0                                  | 0                              | 0                            | 3                     | 0                        | 0                            | 0                        |



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|--------|---------------------|--------------|-------------------------------|---------------------------|-------------------------|------------------|---------------------|-------------------------|---------------------|



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