



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



**DIVISION MEMORANDUM**  
 No. 088, s. 2019

January 25, 2019

**ENCODING OF EARLY REGISTRATION ENROLLMENT  
 IN THE GOOGLE FORM**

To: Public Schools District Supervisors  
 Public Elementary School Heads  
 Public Junior High School Heads

1. In line with the conduct of Early Registration which will commence on January 26, 2019 to February 23, 2019, all schools are directed to encode on a daily basis the total enrolment disaggregated by gender until the last day of the Early Registration.
2. The following are the links for the encoding of the said data;
  - a. Elementary - <https://tinyurl.com/earlyregistrationES2019>
  - b. Secondary - <https://tinyurl.com/earlyregistrationSS2019>
3. To be able to access the site, encoder should log-in first in the [www.gmail.com](http://www.gmail.com) using the DepEd Email account. Then, open another tab and encode the link to access the said Google Form.
4. For immediate dissemination.

**DR. WINNIE E. BATOON, CESE**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 27347  
 DATE: JAN 25 2019 TIME: 2:13  
 BY:

Encls: List Enclosures

References:

To be indicated in the Perpetual Index under the following subjects:  
 Policy, Planning Section

ENCODING OF EARLY DATA ENROLLMENT IN THE GOOGLE FORM

**25 JANUARY 2019**