



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

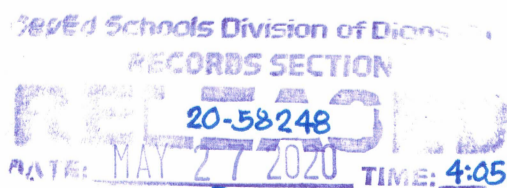
DIVISION MEMORANDUM
No. 276, s. 2020

May 27, 2020

MEETING ON ENROLLMENT GUIDELINES IN THE NEW NORMAL

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public School Heads
HRD-Specialists
Division Planning Officer
Division ITO
School LIS Coordinators
Selected Teachers- Mr. Nonito Lañas
Ms. Melacres Campomayor
Mr. Cyril España

1. The Department of Education is committed to ensure educational continuity amidst the challenges (DO No. 7, s. 2020).
2. Along this line, this Division will conduct a meeting on enrollment guidelines in the new normal on May 28, 2020 at Ramon Magsaysay Central Elementary School. The program shall start at 9:00 am.
3. The participants of the said activity are the following: SDS, ASDS, PSDSs, SHs, HRD Specialists, Division Planning Officer, Division ITO, School LIS Coordinators and identified teachers.
4. Health protocols are strictly to be observed in the venue like physical distancing, wearing of face mask and sanitation.
5. The participants are required to download the presentation in the group chat and bring the hard copies of it.
6. Bring your own baon and snacks.
7. Attached herein is the Indicative Program of Activities for your reference.
8. The travel expenses incurred shall be charged against Division/School MOOE subject to the usual accounting and auditing rules and regulations.
9. For your information, guidance and compliance.




CRISTY C. EPE
Schools Division Superintendent

Encl: Matrix
Reference: None

To be indicated in the Perpetual Index under the following subjects: Professional Development
RBD:
May 27, 2020



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| TIME | ACTIVITY | OBJECTIVE | FACILITATOR |
|-------------------------------------|--|---|--|
| 9:00-30 | Preliminaries -Philippine National Anthem -Prayer -Roll Call -Message | To set/prepare the mood of the participants and to open the program | HRD Cristy C. Epe Schools Division Superintendent |
| 9:30-12:00 | General Orientation -General Guidelines of the Enrollment -Contextualized -Sample Online Form | To discuss the general guidelines of the enrollment and its processes | Melanie P. Estacio ASDS Stephen R. Pascual ITO Airon Alejandro Planning Officer |
| 12:00-1:00 | Lunch Break | | |
| 1:00-2:00 | | -continuation- | Cristy C. Epe Schools Division Superintendent |
| 2:00-3:00 | Final Instructions | | |
| 3:00-3:10 | Closing Program | | |
| Program Management: HRD Specialists | | | |