

Republic of the Philippines

Department of Education

Region XI

SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM No. 302, s. 2020

June 23, 2020

UTILIZATION OF GOOGLE SHEETS IN REPORTING LEARNER ENROLLMENT AND SURVEY FORM (LESF) DATA

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC AND PRIVATE SCHOOL HEADS
PUBLIC AND PRIVATE SCHOOL LIS COORDINATORS

- 1. Attached is Memorandum No. DM-PHRODFO-2020-00197 signed by Usec. Jesus L.R. Mateo dated June 22, 2020 and Unnumbered Regional Memorandum signed by Evelyn R. Fetalvero, CESO IV, Assistant Regional Director, Officer-In-Charge, Office of the Regional Director dated June 23, 2020 re: Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data.
- 2. In view of this, the Planning and Research Section in coordination with the Division Information Technology Officer will conduct a Virtual Orientation to all School LIS Coordinators on June 25, 2020 (for Public Schools) and June 29, 2020 (for Private Schools) respectively to discuss the submission of the required entries in the Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data provided by the Central Office for daily Reporting.
- 3. The virtual orientation will be conducted thru google meet on the specific schedules, to wit;

For Public Schools – 1:30 P.M. (June 25, 2020) For Private Schools – 10:00 A.M. (June 29, 2020)

The link will be posted in the group chat for School Administrators and LIS Coordinators.

- Expenses for loads/internet connectivity shall be charged to Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.
- For information, guidance and compliance.

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RECORDS SECTION

20-58720

TIME: 24 JUN 2020 TIME: 11:04

Schools Division Superintendent

Encls: As stated References: As stated

To be indicated in the <u>Perpetual Index</u> under the following subjects:

SGOD PLANNING AND RESEARCH SECTION WORKSHOP/MEETING/CONSULTATION Airon: UTILIZATION OF GOOGLE SHEETS IN REPORTING LEARNER ENROLLMENT AND SURVEY

FORM (LESF) DATA 23 June 2020



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Republic of the Philippines

Department of Education

DAVAO REGION

Office of the Regional Director

MEMORANDUM

To

All Schools Division Superintendents

Division Planning Officers

School Heads

RECORDS SECTION

RECORDS SECTION

20-58720

TE: 2 3 JUN 2020 TIME: 12:10 PM

Subject:

UTILIZATION OF GOOGLE SHEETS IN THE REPORTING

LEARNER ENROLLMENT AND SURVEY FORM

(LESF) DATA

Date

June 23, 2020

Attached is Memorandum No. DM-PHRODFO-2020-00197 signed by Usec. Jesus L.R. Mateo dated June 22, 2020 regarding the Utilization of Google Sheets in Reporting Learning Enrollment and Survey Form (LESF) Data.

The Department issued DepEd Order No. 8, s. 2020 that provides guidelines on the enrollment procedures for School Year 2020-2021 that includes the Learner Enrollment and Survey Form (LESF) which seeks to register incoming learners and gather information on household capacity to support various learning modes. However, the system has been experiencing technical issues which makes accessing in the LESF module difficult. In response to this, the module has been disabled by ICTS to allow the programmers to fix the technical issues but the LIS facility remains open for schools to finalize EOSY data.

In the meantime, the following changes shall be observed and shall take effect immediately:

- a. The daily reporting of enrollment data using Google Sheet shall be expanded to cover the results of the survey. The Central Office will prescribe a common Google Sheet template for the regions to accomplish. However, the regions are given flexibility to determine the most feasible strategy in generating the LESF data from the school level. The use of Google Sheet shall be until July 7, 2020.
- b. Reporting of enrollment and survey results shall strictly be done by previous advisers to avoid double counting.
- c. LESF module in the LIS will be redeployed once issues have been addressed and the entire technical design are completed, such as, governance level dashboard.
- d. With these correction, the new deadline for tagging is July 30, 2020.

Address: F. Torres St., Davao City (8000) Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines

Department of Education

DAVAO REGION

Office of the Regional Director

The result of the survey are crucial for DepEd in making informed decisions for the implementation of the Basic Education – Learning Continuity Plan and for partners and other government agencies in determining their support to the Department.

For clarifications, please contact the Planning-Service – Education Management Information System Division (PS-EMISD) through email at <u>ps.emisd@deped.gov.ph</u>.

Immediate dissemination and appropriate action of this Memorandum is desired.

EVELYN R. FETALVERO, CESO IV

Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

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Republic of the Philippines Department of Education

Tanggapan ng Pangalawang Kalihim Office of the Undersecretary

MEMORANDUM DM-PHRODFO-2020-00197

TO:

REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

REGIONAL AND DIVISION PLANNING OFFICERS

SCHOOL HEADS

FROM:

JÉSUS L.R. MATEO

Undersecretary

SUBJECT:

Utilization of Google Sheets in Reporting Learner Enrollment and

Survey Form (LESF) Data

DATE:

22 June 2020

In response to the COVID-19 pandemic and the new normal, the Department of Education (DepEd) issued **DepEd Order No. 8, s. 2020** that provides guidelines on the enrollment procedures for School Year 2020-2021. This includes the Learner Enrollment and Survey Form (LESF) which seeks to register incoming learners and gather information on household capacity to support various learning modes.

The LESF module in the Learner Information System (LIS) was deployed last June 10 where teachers encode collected learner's data. However, the system has been experiencing technical issues which makes accessing in the LESF module difficult. In response to this, the module has been disabled by ICTS to allow the programmers to fix the technical issues. However, the LIS facility remains open for schools to finalize EOSY data.

In the meantime, the following changes shall be observed and shall take effect immediately:

- a. The daily reporting of enrollment data using Google Sheet shall be expanded to cover the results of the survey. The Central Office will prescribe a common Google Sheet template for the regions to accomplish. However, the regions are given flexibility to determine the most feasible strategy in generating the LESF data from the school level. The use of Google Sheet shall be until July 7, 2020.
- b. Reporting of enrollment and survey results shall strictly be done by previous advisers to avoid double counting.
- c. LESF module in the LIS will be redeployed once issues have been addressed and the entire technical design are completed, such as, governance level dashboard.
- d With these corrections the new deadline for tagging is Italy 30, 2020

The results of the survey are crucial for DepEd in making informed decisions for the implementation of the Basic Education - Learning Continuity Plan and for partners and other government agencies in determining their support to the Department.

For clarifications, please contact the Planning Service - Education Management Information System Division (PS-EMISD) through e-mail at ps.emisd@deped.gov.ph.

For immediate and appropriate action.