



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

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)
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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 ps.emisd@deped.gov.ph.

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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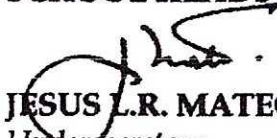


Republic of the Philippines
Department of Education

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: 
JESUS 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.
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- 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 July 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.