



DepEd – DIVISION OF QUEZON

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June 1, 2020

DIVISION MEMORANDUM

DM No. 136, s. 2020

SUBMISSION OF CONSOLIDATED ELECTRONIC LEARNER ENROLLMENT AND SCHOOL FORM (E-LESF) FOR KINDERGARTEN, TRANSFEREES, BALIK-ARAL AND ALS

To: Assistant Schools Division Superintendent, SGOD Chief, CID Chief, Public Schools District Supervisors, Public and Private Elementary and Secondary School Heads, Enrollment Focal Person, District ALS Coordinators, All Others Concerned

1. As per DepEd Order No. 8, s. 2020 Re: Guidelines on Enrollment for School Year 2020-2021 in the Context of the Public Health Emergency due to COVID-19, enrolment shall commence remotely on June 1, 2020.
2. For incoming Grades 1-12 learners, previous class advisers shall encode the submitted enrolment and survey data from LESF of the learner in the Electronic Learner Enrollment and Survey Form (E-LESF). The ELESF of class adviser shall be submitted to Grade Head (if applicable) and later to School Focal Person for consolidation of school Master File. Once the Learner Information System module is open, class adviser shall update the learner data using the learner enrolment and survey data.
3. For Incoming Kindergarten, Transferees, Balik-Aral, the designated Enrolment Focal person (Non-Adviser) shall encode the learner and survey data in E-LESF for submission to Division Office.
4. Submission of E-LESF (for Kinder, Transferees, and Balik-aral) shall be done on the first Monday and every Friday of June 2020 thru <https://tinyurl.com/QuezonELESFConsolidator>. Once the E-LESF had been uploaded on the first batch, only the additional enrolees shall be forwarded on the next submission to avoid duplication of entries.
5. Likewise, ALS Enrolment Focal Person shall also submit the encoded summary of ALS Data based on ALS Form 2 thru <https://tinyurl.com/ALS2020Enrollment> following the schedule of ELESF uploading.
6. For the information and guidance of all concerned.

CATHERINE P. TALAVERA, CESO V

Schools Division Superintendent

parmjdf06/01/2020

DEPEDQUEZON-TM-SDS-04-009-002

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