



Republic of the Philippines  
**Department of Education**

REGION X

**SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**

**Office of the Schools Division Superintendent**

398  
DEP-DIVISION OF CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: **AUG 17 2023**

**16 August 2023**

DIVISION MEMORANDUM

No. 398 s.2023

**QUICK COUNT FACILITY FOR THE SCHOOL YEAR 2023-2024**

TO:

Concerned Public Schools District Supervisors  
Concerned Public and Private Elementary and Secondary School Heads  
Concerned Public and Private School LIS/EBEIS Coordinators  
This Division

1. In accordance with the national advisory issued by Ms. Marietta C. Atienza, PDO IV/ Chief, PS-EMISD, the field is hereby informed that the **quick count facility for the school year 2023-2024 is now open for encoding.**
2. This quick count activity utilizing the LIS facility seeks to monitor enrollment updates in all public and private schools for reporting to the various offices at all governance levels and stakeholders. Schools will only encode the total number of learners by grade level and allowed to update the data daily if there are modifications.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
5. Immediate compliance with this Memorandum is desired.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index  
under the following subjects:

**ENROLMENT                      GUIDELINES**

JDP-JJG /DM- quick count facility  
August 16, 2023



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Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

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**Education Management Information System Division**

12 August 2023

## **ADVISORY**

**Quick Count Facility for School Year 2023-2024 is now open for encoding.**

The Quick Count Facility in the Learner Information System enables the Department of Education to monitor enrollment updates in our schools for reporting to the different offices across all governance levels and stakeholders.

Hence, schools are advised to encode their Quick Count Enrollment Data for School Year 2023-2024 in the Learner Information System (LIS) based on the number of enrolled learners. Schools will only encode the total number of learners by grade level and allowed to update the data daily if there are changes.

The Policy, Planning, and Research Division (PPRD) of the Regional Offices (ROs) and School Governance Operations Division-Planning and Research Unit (SGOD-PRU) shall jointly monitor and ensure that schools encode their data in the system. Schools with difficulties in encoding the data shall be given appropriate technical assistance.

Thank you.

  
**MARIETA C. ATIENZA**  
Project Development Officer V  
Chief, PS-EMISD