



Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

4 July 2024

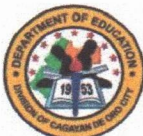
DIVISION MEMORANDUM

No. 475 s.2024

**REPORTING OF SCHOOL ENROLLMENT FOR SY 2024-2025 USING
CENTRALIZED TEMPLATE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor for SGOD and CTD
Public Schools District Supervisors
Education Program Supervisors and Specialists
All Concerned SGOD Personnel
All Public and Private Elementary and Secondary School Heads
All State/Local Universities and Colleges (SUCs/LUCs)
All School ICT/LIS Coordinators
This Division

1. Pursuant to DepEd Memorandum No. 032, s.2024 re: Enrollment Guidelines for SY 24-25 which sets the enrollment period to start on July 3 – July 26, 2024, all concerned personnel are hereby directed to report their respective school enrollment through the template from the Planning Office.
2. Said template can be accessed through the following links:
Public Enrollment: <https://tinyurl.com/CDO-Public>
Private Enrollment: <https://tinyurl.com/CDO-Private>
SUCs Enrollment: <https://tinyurl.com/CDO-SUC-LUC>
3. Reporting of enrollment data shall be updated every Wednesday and Friday until the start of classes on July 29, 2024.
4. It is expected that schools achieved 100% enrollment before the start of classes.
5. To ensure prompt submission and compliance, the Public School District Supervisors are requested to monitor schools within their respective districts closely.



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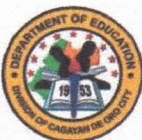
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all participants regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
7. Immediate compliance with this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:
LIS ENROLLMENT REPORTING

SGOD/ Rodel - reporting of school enrollment for sy 24-25 using a centralized template
July 4, 2024



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