



Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Tabuk City**  
City Hall Compound, Dagupan Centro, Tabuk City



Division Memorandum No. 89 s. 2020

**TO** : Public Elementary and Secondary School Heads  
School ICT Coordinators

**FROM** : IRENE S. ANGWAY, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**DATE** : May 28, 2020

**SUBJECT** : LEARNER ENROLLMENT AND SURVEY FORM (LESF) DATA COLLECTION



1. To facilitate and ensure uniform data collection, schools are directed to use the Electronic-LESF-Consolidation Form Template (please download from the link below)  
<https://tinyurl.com/tabukcitylesf>
2. For schools that will be using the Online Enrollment Form created by the Schools Division Office, the SDO will take care of transferring the data to the LESF template however you are to use the LESF template for the learners who will be using the printed enrollment form.
3. For schools who created their own online enrollment form, transfer the collected data to the LESF template correctly, use the LESF template for the learners who will be using the printed enrollment form.
4. After enrollment period is done, schools are to submit the LESF template (excel file only, DO NOT PRINT) to the email [allan.dumalsin@deped.gov.ph](mailto:allan.dumalsin@deped.gov.ph) or you can submit the softcopy directly to the Division ITO.
5. A video tutorial on how to use the LESF template will be uploaded soon.

For information and strict compliance.