



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan, Tabuk City



Division Memorandum  
No. 90 Series 2020



TO : All PSDSs  
School Heads  
Brigada Eskwela Coordinators  
All Others Concerned

FROM : IRENE S. ANGWAY, PhD., CESO VI  
OIC- Schools Division Superintendent

DATE : May 21, 2020

SUBJECT : ONLINE ENROLLMENT

1. The Schools Division of Tabuk City will be launching the Online Enrollment Platform on June 1, 2020.
2. The online enrolment will be conducted from June 1-30, 2020 for all learners intending to attend SY 2020-2021, including those who enrolled during the early registration period. This is important for validation and early organization of learners by sections, taking into consideration their particular circumstances.
3. The enrollees and/or their parents/guardians shall provide needed information through an enrollment and survey form including those which are relevant in determining appropriate learning delivery strategies and modalities.
4. Printed Learner Enrollment and Survey Form (LESF) are available in the Schools Division Office and schools during the enrollment period to cater to enrollees who have no or poor internet access.
5. Enrollees, parents/guardians may directly submit the accomplished LESF in the school the learner intends to attend.

6. Public schools shall complete their encoding of LESF data in the LIS EOSY module no later than July 7, 2020.
7. SGOD will conduct monitoring and validation of the enrolment starting June 15, 2020.
8. For your information and guidance.

A handwritten signature in blue ink, consisting of a stylized 'K' followed by a dot.