



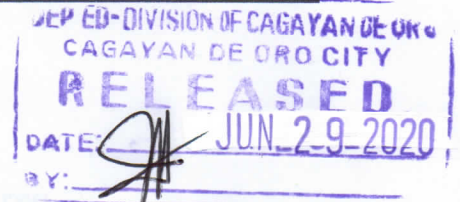
Republic of the Philippines  
**Department of Education**

REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**

June 24, 2020

Division Memorandum  
No. 294 s. 2020




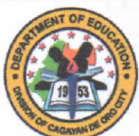
**DISSEMINATION OF DEPED MEMORANDUM DM-PHRODFO-2020-00197**

[Utilization of Google Sheets in Reporting Learning Enrollment and Survey Form (LESF) Data]

To: Public Schools District Supervisors  
Elementary and Secondary School Heads  
Public and Private Schools  
This Division

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum DM-PHRODFO-2020-00197 dated June 22, 2020 from USEC Jesus L.R. Mateo re Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data.
2. Daily Reporting of enrollment and survey results shall be through Google Sheet template while the LESF in Learner Information System (LIS) is still downed/disabled. Reporting shall be strictly done by the previous advisers for the public schools to avoid double counting.
3. Submit your Daily Enrollment Data and Survey Results through these links:
  - a. **Public Elementary**  
[https://bit.ly/cdo\\_lesf\\_elem](https://bit.ly/cdo_lesf_elem)
  - b. **Public Secondary**  
[https://bit.ly/cdo\\_lesf\\_sec](https://bit.ly/cdo_lesf_sec)
  - c. **Private Elementary and Secondary**  
[https://bit.ly/cdo\\_lesf\\_private](https://bit.ly/cdo_lesf_private)
4. Submission of the report using Google Sheet shall be until **July 7, 2020**.
5. Immediate and strict compliance of this Memorandum is desired.

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



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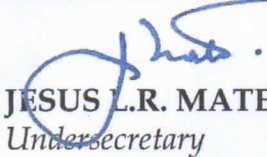


Republic of the Philippines  
**Department of Education**

**Anggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

**MEMORANDUM**  
**DM-PHRODFO-2020-00197**

**TO:** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION PLANNING OFFICERS  
SCHOOL HEADS

**FROM:**   
JESUS L.R. MATEO  
*Undersecretary*

**SUBJECT:** *Utilization of Google Sheets in Reporting Learner Enrollment and Survey Form (LESF) Data*

**DATE:** 22 June 2020

In response to the COVID-19 pandemic and the new normal, the Department of Education (DepEd) issued **DepEd Order No. 8, s. 2020** that provides guidelines on the enrollment procedures for School Year 2020-2021. This includes the Learner Enrollment and Survey Form (LESF) which seeks to register incoming learners and gather information on household capacity to support various learning modes.

The LESF module in the Learner Information System (LIS) was deployed last June 10 where teachers encode collected learner's data. However, the system has been experiencing technical issues which makes accessing in the LESF module difficult. In response to this, the module has been disabled by ICTS to allow the programmers to fix the technical issues. However, the LIS facility remains open for schools to finalize EOSY data.

In the meantime, the following changes shall be observed and shall take effect immediately:

- a. The daily reporting of enrollment data using Google Sheet shall be expanded to cover the results of the survey. The Central Office will prescribe a common Google Sheet template for the regions to accomplish. However, the regions are given flexibility to determine the most feasible strategy in generating the LESF data from the school level. The use of Google Sheet shall be until July 7, 2020.
- b. Reporting of enrollment and survey results shall strictly be done by previous advisers to avoid double counting.
- c. LESF module in the LIS will be redeployed once issues have been addressed and the entire technical design are completed, such as, governance level dashboard.
- d. With these corrections, the new deadline for tagging is July 30, 2020.

