



Republic of the Philippines  
**Department of Education**  
Region V  
Schools Division of Sorsogon

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May 29, 2020

**DIVISION MEMORANDUM**

No. 77 s. 2020

**DIVISION ORIENTATION ON GUIDELINES OF ENROLLMENT FOR SCHOOL YEAR 2020-2021 IN THE CONTEXT OF THE PUBLIC HEALTH EMERGENCY DUE TO COVID-19**

**To:** Public School District Supervisors  
Central School Principals  
District School System Admin/LIS ICT Coor.  
Secondary School System Admin/LIS ICT Coor.  
SHS Registrars  
Private Elementary and Secondary Schools Administrators/ Heads  
All Others Concerned

1. Cognizant of the current national health emergency brought about by Covid 19, this Office will hold a 3-day Orientation on Guidelines on the Basic Enrollment for School Year 2020-2021, on June 3-5, 2020 at the Division Office Conference Hall.
2. This orientation aims to:
  - a.) ensure clear and common understanding of Enrolment Guidelines for SY 2020-2021 in the light of national health emergency due to Covid-19;
  - b.) ensure adherence of the enrolment guidance to the minimum health and safety standards promulgated by IATF; and
  - c.) address arising issues and challenges on the conduct of enrolment under national health emergency
3. Participants in this activity are the Public School District Supervisors, Central Principals, District School System Admin, Secondary School System Admin, SHS Registrars and Private Elementary and Secondary School Heads.
4. Attached to this Memorandum is the schedule of the orientation.
5. There shall be no registration fee, Meals of participants shall be charged to NSBI Fund while transportation expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**Enclosure No. 1 to the Division Memorandum No. 77**

**- LIST OF PARTICIPANTS and SCHEDULE**

<b>PARTICIPANTS</b>	<b>No. of PAX</b>	<b>DATE</b>	<b>SCHEDULE</b>		<b>VENUE</b>
1 <sup>st</sup> Cong. District for Elementary	27	<b>June 3, 2020</b>	<b>8:00am-12:nn</b>		<b>Casiguran TVHS</b>
2 <sup>nd</sup> Cong. District for Elementary	35			<b>1:00pm-5:00pm</b>	<b>Casiguran TVHS</b>
1 <sup>st</sup> Cong. District for Secondary	45	<b>June 4, 2020</b>	<b>8:00am-12:nn</b>		<b>SDO Conference Hall</b>
2 <sup>nd</sup> Cong. District for Secondary	53			<b>1:00pm-5:00pm</b>	<b>SDO Conference Hall</b>
Private Elem and Secondary School Heads	50	<b>June 5, 2020</b>	<b>8:00am</b>	<b>5:00pm</b>	<b>SDO Conference Hall</b>
SGOD Staff	15				
<b>Total</b>	<b>225</b>				