

MEMORANDUM:

To: Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads

From: **NYMPHA D. GUEMO**
 Assistant Schools Division Superintendent
 Officer-In-Charge

Subject: **Submission of Enrolment for SY: 2015-2016
 (Elementary and Secondary Levels)**

Date: July 8, 2015

RELEASED
 Department of Education
 RECORDS SECTION
 Date: JUL 09 2015
 Time: 1:25 pm
 By: fv

- In preparation for the different national level examinations for school year 2015-2016, this office enjoins every school head to submit the number of school enrolment for the grade/year levels indicated below:

Elementary Level

Grade III
 Grade VI

Secondary Level

Grade IX (Third Year)
 Grade X (Fourth Year)

- Said enrolment shall be submitted by district/secondary school using the suggested format.

**School Enrolment
 SY: 2015-2016**

Elementary Level

District: _____

School	Grades		Remarks
	III	VI	
1.			
2.			
3.			
4.			
5.			
TOTAL			

Secondary Level:

School	Grades		Remarks
	IX	X	
1.			
2.			
3.			
4.			
5.			
TOTAL			

- To avoid problems in the allotment of testing materials and in the computation and reporting of test results, honesty and accuracy in reporting these data is desired.
- For Immediate widest dissemination and compliance.