

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
MANILA, PHILIPPINES
DIVISION OF CATANDUANES

TEACHER'S MONTHLY REPORT OF ENROLMENT AND ATTENDANCE

(Before accomplishing this form read the instructions on the reverse side)

MONTH: _____

School: _____ Enrolmet for Year *Male* _____ *Female* _____ *Total* _____
 Year Level: _____ Enrolment for Month *Male* _____ *Female* _____ *Total* _____
 Course: _____ Average Attendance *Male* _____ *Female* _____ *Total* _____
 Municipality: _____ Percentage of Attendance *Male* _____ *Female* _____ *Total* _____
 Number days of school: _____ Percentage of Enrolment *Male* _____ *Female* _____ *Total* _____

DATE	Total Monthly Enrolment to Date		Daily Attendance				REMARKS
			Forenoon		Afternoon		
	Male	Female	Male	Female	Male	Female	
TOTALS							

I CERTIFY that this is a true and correct copy

Class Adviser

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
Manila, Philippines

DIVISION: Catanduanes

TEACHER'S MONTHLY REPORT OF
ENROLMENT AND ATTENDANCE

Municipality: Virac

School: Antipolo National High School

Course: Basic Education Curriculum

Year Level:

Month: August 2013

Submitted by:

EFREN T. GURROBAT
Teacher

NOTE: - The person making this report should
also fill in the spaces above.

INSTRUCTIONS
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- 1. Read carefully the instructions and comply with them. Note "Instructions" in the School Register, DepEd, Form 1
2. Make the entries in this report daily. The entries should be true and accurate. As soon as possible after the last school day of the month submit the report to the principal.
3. The "Total Monthly Enrolment to Date" for any day is the total number of students who have reported in the class fore study at any time during the month, to and including the date of entry, less the number who have transferred to another class with in the same school or supervising district. For example, if 48 students reported in class on the first day of school in August and no transfer from this number are made during August and not more than 48 students report on any day in August, the total monthly enrolment for this month is 48. if, however, only 44 students report on the first day of school in September, this is the total number of which will be entered for this day under " Total Monthly Enrolment to Date" regardless of whether or not this difference is due to the transfer or absences. If by the last school day of September have returned and no students in the class has been transferred, the enrolment for September becomes 47, provided, of course, that this is the highest number of students who have reported on any day during this month. The monthly enrolments for August and September are therefore 48 and 47, respectively, while the annual enrolment for these months remains 48. Students who attend only for half day should be included in the total number who have reported during the month.
4. Under "Daily Attendance" should be given the number of students actually present in the forenoon and afternoon each day.
5. The enrolment for the month is the last entry in the column "Total Monthly Enrolment to Date."
6. To find the average attendance, add the totals of the column " Total Monthly Enrolment to Date." and divided this sum by the total number of sessions held during the month.
7. The enrolment for the year is the total number of students who have enrolled in the class or school during the current school year, less those that have been transferred to other classes within the same school or supervising district. The annual enrolment for a supervising district of separate immediate or secondary school can never decrease.
8. Care should be taken not to add the number of students enrolled for the year by counting as new student any who have re-entered after having been dropped.
9. To find the percentage of attendance, multiply the average attendance by 100 and divide this product by the monthly enrolment for the year.
10. To find the percentage of enrolment, multiply the enrolment for the month by 100 and divide this product by the monthly enrolment for the year.
11. In the column for "Remarks" note anything of interest or make any explanation necessary
12. In making calculations, count every fraction of one half or more as one. Discard all fractions of less than one half.
13. In cases where one teacher submits DepEd Form 2 for two or more different courses or grades, a separate DepEd Form 2 should be made out for each course and grade/year.