RELEASED
DepEd
DATE: 6-7-16
BY'

TO:	Heads of Public Elementary & Secondary Schools
FROM:	**FROSERFINA J. BRAVO** OIC - Schools Division Superintendent
SUBJECT:	Schedule of Submission of Reports
DATE:	June 7, 2016

You are hereby advised to submit the following reports at the SGOD - Division Planning Unit - c/o Joann Jimenez (enrolment can be sent thru email at dagupancity.planning@gmail.com – use EXCEL) by following the attached format. Each report should be submitted in two (2) copies, paper size "A4".

a. Enrolment
   - First Tentative Enrolment   June 13, 2016
   - Second Tentative Enrolment   June 14, 2016
   - Third Tentative Enrolment   June 15, 2016
   - Fourth Tentative Enrolment   June 16, 2016
   - Final Enrolment   June 17, 2016

b. Form 3 & 4
   - 1st Quarter   June 17, 2016
   - 2nd Quarter   September 9, 2016
   - 3rd Quarter   December 11, 2016
   - 4th Quarter   March 10, 2017

c. Form 7
   - Beginning of School Year   June 17, 2016

d. Form 5 & 6
   - End of School Year   First week of April 2017

Strict compliance is hereby enjoined.

DepED DAGUPAN
DEPARTMENT OF EDUCATION

Region I
DAGUPAN OF CITY SCHOOLS
Dagupan City

SCHOOL/Address	ELEMENTARY ENROLMENT (as of June _____, 2016)																				
	KINDERGARTEN					Grade 1					Grade 2					Grade 3					
	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs
	Grade 4					Grade 5					Grade 6					Grand Total					
	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs

Prepared by: _____
(SIGNATURE OVER PRINTED NAME)

Approved by: _____
(SIGNATURE OVER PRINTED NAME)

_____
Designation

_____
Designation

Contact # _____

Contact # _____

SCHOOL/Address	JUNIOR HIGH SCHOOL ENROLMENT (as of June _____, 2016)																												
	Grade 7					Grade 8					Grade 9					Grade 10					Grand Total				
	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs	M	F	T	# of Class	# of Tchrs

PROGRAM/ TRACKS	SENIOR HIGH SCHOOL ENROLMENT (as of June _____, 2016)				
	Grade 11				
	M	F	T	# of Class	# of Tchrs

Prepared by: _____

(SIGNATURE OVER PRINTED NAME)

_____

Designation

Contact # _____

Approved by: _____

(SIGNATURE OVER PRINTED NAME)

_____

Designation

Contact # _____