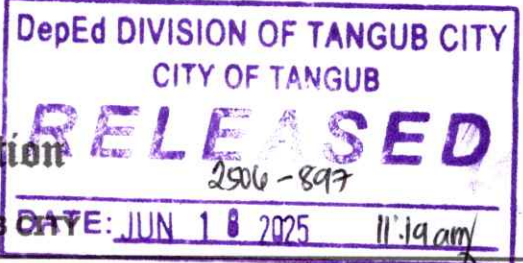




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



17 June 2025

**DIVISION MEMORANDUM**

No. 197, 2025

**CONDUCT OF ENROLMENT MONITORING AND PROVISION OF TECHNICAL ASSISTANCE TO PRIVATE SCHOOLS IN THE DIVISION OF TANGUB CITY**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
OSDS Section Heads  
CID Personnel  
SGOD Personnel  
Private School Administrators  
All Others Concerned

1. With reference to DepEd Order No. 012, s. 2025 title Multi-Year Implementing Guidelines on the School Calendar and Activities, SDO Tangub shall conduct enrolment monitoring and provision of technical assistance (TA) to all private schools about DepEd policies and procedures on the following dates:

Name of School	Date
Gopherwood Christian International School	June 18, 2025, 9:00 AM
Lighthouse Cool Bridge Academy, Inc.	June 18, 2025, 10:00 AM
Montessori Center Tangub City, Inc.	June 18, 2025, 2:00 PM
TNJMC Montessori Center School	June 18, 2025, 3:00 PM
Shekinah Learning School of Tangub City, Inc.	June 19, 2025, 9:00 AM
St. Michael's High School	June 19, 2025, 10:00 AM

2. Specifically, this activity aims to:
- Conduct actual headcount of the learners as reported in the Learner Information System (LIS);
  - Orient personnel on the different schedule of activities for the whole school year;
  - Provide technical assistance on the new enrolment policies and procedures; and
  - Inform them of the schedule of the national assessments.
3. The personnel in charge of monitoring are:
- Mr. Romel E. Huertas, EPS-I in Values Education, Private School Coordinator
  - Mrs. Dorothy P. Neri, Division Planning Officer
  - Mr. Liegh S. Enayo, EPS-II in HRTD
  - Mrs. Bride Joy M. Candano, EPS-II in M&E





Address: Anecito Siete St. Mantia, Tangub City  
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4. This Office directs the immediate and wide dissemination of the Memorandum.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent 

Conduct of Enrolment Monitoring and Provision of Technical Assistance to Private Schools

SAU/SGOD/doty06172025



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**CHECKLIST OF TECHNICAL ASSISTANCE PROVIDED**

**Name of School:** \_\_\_\_\_

**Name of Administrator:** \_\_\_\_\_

Activities	Compliance	Remarks
Encoding of enrolment in the LIS-Quick Count	<input type="checkbox"/> Complied <input type="checkbox"/> Not complied	
Compliance with DepEd Order No. 017, s. 2025 Revised Basic Education Enrolment Policy	<input type="checkbox"/> Complied <input type="checkbox"/> Not complied	
Compliance with DepEd Order No. 12, s. 2025 re: Multi-Year Implementing Guidelines on the School Calendar and Activities	<input type="checkbox"/> Complied <input type="checkbox"/> Not complied	