



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 04 2024

**DIVISION MEMORANDUM**  
No. 268, s. 2024

**REPORTING OF SCHOOL ENROLLMENT FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
All Public and Private School Heads  
All Others Concerned

1. Pursuant to the DepEd Memorandum from the Office of the Undersecretary for Administration titled "Reporting of Regional Enrollment for School year 2024-2025 Using a Centralized Template", this Office instructs all public and private schools to encode the daily enrollment count through the following links:

Public schools: <https://tinyurl.com/BTN-ENROLLMENT-SY-24-25>

Private schools: <https://tinyurl.com/BTN-PRIVATE-SY-24-25>

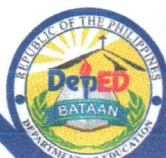
2. Cut-off time of encoding is 3:00 PM every day.
3. All public and private schools still need to enroll and update the profile of their learners in the Learner Information System-Beginning of School Year (LIS-BOSY) 2024-2025 encoding which period of collection will be announced in a separate Memorandum.
4. Immediate dissemination of and compliance with this Memorandum is desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
SGD Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

DATA  
ENROLLMENT  
LEARNERS

SO3/PARTS  
July 3, 2024



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"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD  
C.S.C. Resolution No. 240-1109

COMMITMENT TO  
QUALITY MANAGEMENT LEVEL 3  
2022