

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTERIO NG EDUKASYON, KULTURA AT SPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Manila

August 13, 1984

MEMO C O M M U N I C A T I O N  
No. 51, s. 1984

START OF THE SCHOOL YEAR AND MID-SCHOOL YEAR  
MONITORING OF SCHOOL ENROLMENTS

To: Bureau Directors  
Chiefs of Services and heads of Units  
Regional Directors  
School Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. Starting with school year 1984-85 and every year thereafter, the Ministry of Education, Culture and Sports hereby adopts Operation Quick Count of enrolments in public and in private schools at all levels at the start of the school year and at the start of the second semester.
2. Operation Quick Count shall take place for six weeks starting from the opening of the school year and from the start of second semester enrolment period in higher education institutions.
3. The weekly enrolment reports shall contain information on the following: (a) total enrolments and transfers in elementary and secondary schools and in tertiary level institutions, and (b) enrolments in Grade I, 1st year high school, and 1st year college.
4. The report on enrolment and number of pupils/students who have transferred in public and in private elementary and secondary schools shall be organized by school division. The weekly school division report should indicate the number of schools covered by the report and the enrolment of the same schools in the previous year.
5. Enrolment reports for government and private colleges and universities shall list individual institutions, indicating their enrolment for the current year and for the previous school year. (In school year 1984-85, the current year is 1984-85 and previous school year is 1983-84; in school year 1985-86, current year is 1985-86 and previous school year is 1984-85....)
6. The report for enrolments in Grade I, First Year High School, and in First Year College shall be organized in the same way as the total enrolment reports.







7. In the second semester, the six-week period of Operation Quick Count shall apply only to tertiary level institutions. However, the enrollment of elementary and secondary schools as of the last Friday of September of each year shall be reported in the first week or second week of the second semester Operation Quick Count.

8. State colleges and universities are enjoined to participate in Operation Enrollment Quick Count and to directly forward their enrollment reports to the Ministry, care of the Bureau of Higher Education.

9. At the end of each semester Quick Count period, the regional directors shall submit their staff to analyze the regional enrollment figures to determine the magnitude and direction of change in enrollment in all levels in each regional division of their respective regions. A report on the analysis shall be submitted to the Office of Planning Service one month after the end of each Operation Quick Count period.

10. Inclosed are report forms to be used in transmitting the weekly reports for Operation Quick Count.

11. Immediate dissemination of the contents of this Memorandum and appropriate action by offices concerned is desired.

(SGD.) JANE C. LAYA  
Minister

Incl.:

As stated

References:

N o n e

Attachment: 1-2-3-4-(D.O. 1-75)

To be indicated in the Permanent Index under the following subjects:

ADMISSION or ENROLLMENT  
PUPILS  
REPORT  
SCHOOLS  
UNIVERSITIES and COLLEGES  
STUDENTS









REGIONAL QUICK COUNT FORM A.1

WEEKLY REGIONAL REPORT ON ENROLLMENT BY LEVEL OF EDUCATION FOR TERTIARY INSTITUTIONS

Semester \_\_\_\_\_ School Year \_\_\_\_\_

Reporting Schedule: 1st Week \_\_\_\_\_ 2nd Week \_\_\_\_\_ 3rd Week \_\_\_\_\_  
 4th Week \_\_\_\_\_ 5th Week \_\_\_\_\_ 6th Week \_\_\_\_\_

Institution	Elementary			Secondary			Tertiary		
	Total Enrollment Previous Sch. Yr. **	Grade 1 Enrollment Current Sch. Yr. **	Previous Sch. Yr. **	Total Enrollment Previous Sch. Yr. **	First Year Enrollment Current Sch. Yr. **	Previous Sch. Yr. **	Total Enrollment Previous Sch. Yr. **	First Year Enrollment Current Sch. Yr. **	Previous Sch. Yr. **
TOTAL									

\*Check the week for which the report is prepared.

\*\*Enrollment reported under this column refers to the previous year's enrollment of the schools whose current year enrollment for this week is being reported.

For tertiary institutions that offer elementary/secondary education program.



1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".



WEEKLY REGIONAL REPORT ON NUMBER OF TRANSFERREES  
 BY LEVEL OF EDUCATION FOR TERTIARY INSTITUTIONS

Semester \_\_\_\_\_ School Year \_\_\_\_\_

Reporting Schedule\*\* \_\_\_\_\_ 1st Week \_\_\_\_\_ 2nd Week \_\_\_\_\_ 3rd Week \_\_\_\_\_  
 \_\_\_\_\_ 4th Week \_\_\_\_\_ 5th Week \_\_\_\_\_ 6th Week \_\_\_\_\_

REGION: \_\_\_\_\_

Institution	ELEMENTARY				SECONDARY				TERTIARY																
	From Gov't. Schools	From Private Schools	From Other	From NCR	From Gov't. Schools	From Private Schools	From Other	From NCR	From Gov't. Schools	From Private Schools	From Other	From NCR													
	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools	Baylone S. Schools													
TOTAL																									

\* Check the week for which the report is prepared.









PERMANENT QUICK COUNT FORM B.1

WEEKLY DIVISION REPORT ON NUMBER OF SCHOOLS, ENROLMENT AND TRANSFERREES  
FOR ELEMENTARY AND SECONDARY EDUCATION

School Year \_\_\_\_\_

Region \_\_\_\_\_

Division: \_\_\_\_\_

Reporting Schedule: \* 1st Week \_\_\_\_\_ 2nd Week \_\_\_\_\_  
4th Week \_\_\_\_\_ 5th Week \_\_\_\_\_ 3rd Week \_\_\_\_\_ 6th Week \_\_\_\_\_

Particulars	ELEMENTARY				SECONDARY				TOTAL
	Government		Private		Government		Private		
	Purely Elem.	Attached to Sec. Schools	Sub-total	Purely Elem.	Attached to Sec. Schools	Sub-total	Nation-ally Funded	Locally funded	
Total Number of Schools									
Number of Schools Covered by the Report									
Total Enrolment of Reporting Schools for the Previous School Year									
Total Enrolment of Reporting Schools for the Week									
Male One/First Year Enrolment of Reporting Schools for the Previous School Year									
Male One/First Year Enrolment of Reporting Schools for the Week									
Transferees from Government Schools	NA								
Transferees from Private Schools	NA								
Transferees from MCR	NA								
Transferees from Other Regions	NA								

\* Check the week for which the report is prepared.











\*Check the week for which the report is prepared.

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OPERATION QUICK COUNT FORM C

WEEKLY DISTRICT REPORT ON ENROLLMENT FOR GOVERNMENT ELEMENTARY SCHOOLS

Region: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Division: \_\_\_\_\_ Reporting: \_\_\_\_\_ 1st Week \_\_\_\_\_ 2nd Week \_\_\_\_\_ 3rd Week \_\_\_\_\_  
 DISTRICT: \_\_\_\_\_ Schedule:\* \_\_\_\_\_ 4th Week \_\_\_\_\_ 5th Week \_\_\_\_\_ 6th Week \_\_\_\_\_

School	TOTAL ENROLLMENT						GRADE ONE ENROLLMENT													
	Primary		Intermediate		Previous School Year	Current School Year	Previous School Year	Current School Year	Current School Year											
	Previous School Year	Current School Year	Previous School Year	Current School Year																
TOTAL																				

\* Check the week for which the report is prepared.







OPERATION QUICK COUNT FORM 1

WEEKLY INDIVIDUAL TERTIARY INSTITUTION REPORT ON ENROLLMENT AND TRANSFERS BY LEVEL OF EDUCATION

Semester \_\_\_\_\_ School Year \_\_\_\_\_

Region: \_\_\_\_\_

Reporting Schedule# \_\_\_\_\_

1st Week \_\_\_\_\_ 2nd Week \_\_\_\_\_ 3rd Week \_\_\_\_\_

Institution: \_\_\_\_\_

4th Week \_\_\_\_\_ 5th Week \_\_\_\_\_ 6th Week \_\_\_\_\_

A. ENROLLMENT

School Year	ELEMENTARY**		SECONDARY***		TERTIARY	
	Total Enrollment	Grade One Enrollment	Total Enrollment	First Year Enrollment	Total Enrollment	First Year Enrollment
Previous School Year						
Current School Year						

B. TRANSFERS

B.1 Type of schools attended by the transferees in previous school year.

Type of Schools Transferred From	Number of Transferees		
	Elementary	Secondary	Tertiary
Government			
Private			
TOTAL			

B.2 Regions where transferees studied in previous school year.

Region Transferred From	Number of Transferees		
	Elementary	Secondary	Tertiary
National Capital Region (NCR)			
Other Regions			
TOTAL			

\* Check the week for which the report is prepared.

\*\* For tertiary institutions that offer elementary/secondary education program









OPERATION QUICK COUNT FORM 2

WEEKLY INDIVIDUAL SECONDARY SCHOOL REPORT ON ENROLLMENT AND NUMBER OF TRANSFERREES\*

Region: \_\_\_\_\_ School Year: \_\_\_\_\_

Division: \_\_\_\_\_ Reporting \_\_\_\_\_ 1st Week \_\_\_\_\_ 2nd Week \_\_\_\_\_ 3rd Week \_\_\_\_\_

SCHOOL: \_\_\_\_\_ Schedules:\*\*\* \_\_\_\_\_ 4th Week \_\_\_\_\_ 5th Week \_\_\_\_\_ 6th Week \_\_\_\_\_

School Type: \_\_\_\_\_

Government: /

Nationally Funded

Locally Funded

Private

A. ENROLLMENT

School Year	ELEMENTARY***		SECONDARY	
	Total Enrollment	Grade One Enrollment	Total Enrollment	First Year Enrollment
Previous School Year				
Current School Year				

B. TRANSFERREES

B.1 Type of schools attended by the transferrees in previous school year.

Type of School Transferred From	Number of Transferrees
Government	Elementary** Secondary
Private	
TOTAL	

B.2 Regions where transferrees studied in previous school year.

Region Transferred From	Number of Transferrees
National Capital Region (NCR)	Elementary** Secondary
Other Regions	
TOTAL	

\*For government and private secondary schools reporting to the schools division superintendent.

\*\*Check the week for which the report is prepared.

\*\*\* For secondary schools that offer elementary education program.







OPERATION QUICK COUNT FORM 3

WEEKLY INDIVIDUAL PRIVATE ELEMENTARY SCHOOL REPORT ON ENROLLMENT AND NUMBER OF TRANSFERRES

Regions \_\_\_\_\_

Divisions \_\_\_\_\_

SCHOOLS \_\_\_\_\_

School Year \_\_\_\_\_

Reporting Schedule\* \_\_\_\_\_ 1st Week \_\_\_\_\_ 2nd Week \_\_\_\_\_ 3rd Week \_\_\_\_\_

\_\_\_\_\_ 4th Week \_\_\_\_\_ 5th Week \_\_\_\_\_ 6th Week \_\_\_\_\_

A. ENROLLMENT

School Year	Total Enrollment	Grade One Enrollment
Previous School Year		
Current School Year		

B. TRANSFERRES

B.1 Type of schools attended by the transferees in previous school year.

Type of School Transferred From	Number of Transferees
Government	
Private	
TOTAL	

B.2 Regions where transferees studied in previous school year.

Region Transferred From	Number of Transferees
National Capital Region (NCR)	
Other Regions	
TOTAL	

\* Check the week for which the report is prepared.





