

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Drive, Pasig, Metro Manila

August 16, 1993

DECS Order No. 66, s. 1993

**CONSOLIDATED ENROLLMENT REPORTS REQUIRED FROM ALL PUBLIC
AND PRIVATE SCHOOLS, COLLEGES AND UNIVERSITIES**

To: Bureau Directors, Regional Directors, School Superintendents
Heads of Chartered State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational Superintendents, School Principals

1. Adoption of consolidated enrollment reporting. To avoid double counting or incomplete reporting of enrollment as reported by the various public and private schools, colleges and universities, public and private, the Department has adopted a revised system of enrollment reporting will be instituted through the principle of only one consolidated report per school or branch thereof for all its program offerings at all levels, with the end in view of greater accuracy and speed. Previously, different units or programs of the same school were submitted separately to different units of DECS, resulting in double-counting or conversely, incomplete reporting.

2. Frequency of Submissions. Henceforth, a newly designed Combined Enrollment Report Form A (sample attached) will be utilized for all enrollment reports, principally for the start of the school year, but also for each subsequent semester, trimester, or summer session. The Combined Enrollment Report is to be submitted in triplicate within 30 days after the start of the term, signed by the head of the school.

3. Submission Offices. The reports of the following types of institutions will be submitted to the following designated offices:

<u>Type of school</u>	<u>Submit to:</u>
Elementary and secondary public schools Elementary and secondary private schools without tertiary offerings	Division Superintendent
All private institutions with tertiary programs All technical-vocational institutions, public and private	Regional Office
All chartered state colleges and universities	DECS Secretary

4. Integration of Enrollment Reports. The Division Office shall consolidate all reports submitted to it into one summary report for each category listed above, for submission to the Regional Office within one week after the 30-day period. The Regional Office shall in turn consolidate all reports received directly and from the Division Offices into a single master report, for forwarding to DECS Office of Planning Services in Pasig, within another week.

5. Regulatory responsibility. The purpose of the consolidated report form is to ensure that only one report is prepared for all the various levels and programs of study of an educational institution. It does not by itself signify any change in the supervisory or regulatory relations between specific programs/schools and their DECS counterparts, although certain programs offered by the same school might be listed under different portions of the report. No enrollment or program should be counted or listed twice in the Form, whether under the same or different categories.

6. Computerized Formats. Form A may be submitted in computerized form, provided that all the required information are contained therein.

7. Prior Issuances. This Order supersedes all DECS issuances which are inconsistent with its provisions.


ARMAND V. FABELLA
Secretary

Combined Enrolment Report to DECS for the

Semester/Term of SY _____

Name of school:		Branch:	
Address:		Barangay:	
Municipality / city:		Province:	Region:
Type of school (check one)	Public:	Private:	SCU:

1. First or Elementary Level

Preschool	Nursery	Prep	Kinder 1	Kinder 2				Row Totals
1.1.								
Elementary	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Totals
1.2.								

2. Secondary or High School Level

High School	1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr			Row Totals
General - Day								
General - Night								
2.1. General - Total								
Voc HS - Day								
Voc HS - Night								
2.2. Voc HS - Total								
2. Column totals								

* Day shifts extending into the evening are counted as day. Include post-secondary programs of Voc HS in next level below.

3. Postsecondary or Technical-Vocational Level*

List by Course:	1st Yr	2nd Yr	3rd Yr			Row Totals
3.1.						
3.2.						
3.3.						
3.4.						
3.5.						
3. Column totals						

* Include only programs, whether semestral or shorter-term, for which no credit is given towards bachelor's degrees.

4. Tertiary or Bachelor's Degree Level*

List by Course:	1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr			Row Totals
4.1.								
4.2.								
4.3.								
4.4.								
4.5.								
4. Column totals								

* Include only programs the subjects in which are credited towards bachelor's degrees.

5. Graduate or Masteral Degree Level (including Law)*

List by Course:	1st Yr	2nd Yr	3rd Yr	4th Yr			Row Totals
5.1.							
5.2.							
5.3.							
5.4.							
5.5.							
5. Column totals							

* Include only programs which require a bachelor's degree for admission, also Law.

Handwritten signature

Name of school:	Branch:
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6. Postgraduate or Doctoral Degree Level (including Medicine)*

List by Course:	1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr	Row Totals
6.1						
6.2						
6.3						
6.4						
6.5						
6. Column totals						

*Include only programs which require a master's degree for admission, also Medicine.

7. Summary of Enrolment by Program Groups

Programs	1st Yr	2nd Yr	3rd Yr	4th Yr	5th Yr	6th Yr	7th Yr	Row Totals
1.1. Pre-school								
1.2. Elementary school								
2. High School								
3. Voc--Tech								
4. Bachelors' level								
5. Masters' level								
6. Doctoral level								
7. Column totals								

I hereby certify that the information above--given on enrolment is complete and includes all the academic course offerings of this school/branch of school, and that there are no duplications or omissions in the counting of students enrolled.

School head's full name and position	School head's signature:	Date:
Name:		
Position:		

INSTRUCTIONS TO SCHOOLS

The main purpose of this redesigned reporting form is to provide complete enrolment information about each school as quickly as possible, and to avoid double counting or duplication. This combined enrolment Form A should contain all the students in all programs of a school located in the same city or municipality. Use separate forms for branches located elsewhere. For Metro Manila, use a separate form for each branch. The school head must sign the form.

A separate Form A should be prepared and submitted within 30 days after the start of classes for each school semester, trimester, or summer session. When submitting for other than the first semester, do not include year--long enrolment such as those in elementary or high school which had already been reported at the beginning of the school year. File with the Division Superintendent for public and private schools offering courses only up to the secondary level, with the Regional Office for those whose offerings extend to the post--secondary or tertiary level, and with the DECS Secretary for SUCs. Short--term courses of less than one semester should be included in the most appropriate curriculum year. **NO ENROLMENT OR PROGRAM SHOULD BE COUNTED TWICE UNDER DIFFERENT CLASSIFICATIONS.**

Use additional pages if necessary. Computer printouts may be submitted instead, provided they follow the format and contain all the information requested herein.

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