



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

September 6, 2023

DIVISION MEMORANDUM

No. **302**, s. 2023

ENCODING OF ENROLLMENT DATA IN THE QUICK COUNT FACILITY IN THE LEARNER INFORMATION SYSTEM FOR SCHOOL YEAR 2023-2024

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Private School Administrators
All others concerned

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1. The Department of Education, SDO Nueva Vizcaya reiterates the importance of encoding enrollment data in the Quick Count Facility in the Learner Information System (LIS), particularly in monitoring enrolment updates in our schools for reporting to the different offices across all governance levels and stakeholders.
 2. The Quick Count Facility for School Year 2023-2024 opened for encoding on August 12, 2023, although we already achieved 100% participation of schools, our Quick Count Enrolment total as of today is only 95.01% as compared to our Official LIS Enrolment for School Year 2022-2023.
 3. The Schools having below 100% in he Quick Counts most specially school with 52%, 54%, 64%, etc., the school heads of these schools are advised to pay attention to the LIS encoding before the system closes.
 4. Click the link <https://shorturl.at/oqtTX> to access the percentage of encoding of enrolment data in the Quick Count Facility in the LIS for School Year 2023-2024 per school.
 5. The District Heads and Education Program Supervisor in charge of the Private Schools are advised to monitor and facilitate the encoding of the enrolment data in the Quick Count Facility.



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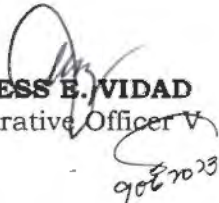


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6. All schools offering elementary, junior high school, and senior high school shall comply with the prescribed guidelines set forth in this Memorandum and actively participate in updating of data in the LIS Quick Count Facility.
7. For information, guidance and strict compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

By the authority of the Superintendent:


MARITESS E. VIDAD
Administrative Officer V

Encl.:
As stated

References:
Unnumbered Memorandum



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