



AUG 24 2011

DepEd O R D E R
No. **67**, s. 2011

**SUBMISSION OF MASTER LIST OF STUDENTS/LEARNERS
FOR SY 2011-2012**



To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Secretary, ARMM
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. All public elementary and secondary schools and community learning centers (CLCs) are required to submit an **Enrolment Report for School Year (SY) 2011-2012 with Final Masters Lists of Pupils/Students and ALS Learners** as of **July 31, 2011**.
2. The School Heads (SHs), District ALS Coordinators (DALSC) and mobile teachers are responsible for collecting information, completely filling-up the **electronic template (e-template)** and submitting the accomplished e-template to the concerned Division Office (DO). They shall obtain a copy of the e-template from the Division Planning Officer (DPO), the Division ALS Supervisor (DALSS) or by downloading from **<http://www.deped.gov.ph/downloads>**. The instructions for filling up the e-template are contained in the electronic file. Please see Enclosure Nos. 1 and 2 for the hard copies.
3. The schools and CLCs which do not have computers to accomplish the e-template are authorized to use the facilities of the nearest school or DepEd Office with computer facilities. **All SHs, DALSC and mobile teachers shall submit the accomplished e-template to the DPO or DALSS, on or before October 15, 2011.** The guidelines for submission are provided in Enclosure No. 3.
4. The DPO and the DALSS shall ensure that all public schools and CLCs under their supervision have submitted their accomplished e-templates which shall be submitted to the Data Base Management Unit (DBMU), Research and Statistics Division-Office of Planning Service (RSD-OPS) **on or before October 28, 2011.**
5. For more information, please contact the Help Desk Data (HDD), DBMU, RSD-OPS at telephone no.: (02) 635-3986 or send a message through e-mail address: learners2011@gmail.com.



6. All Regional Directors (RDs) and Schools Division Superintendents (SDSs) must ensure that this Order is properly disseminated and strictly complied with.

7. Immediate dissemination of this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary 

Encls.:

As stated

Reference:

DepEd Order: No. 45, s. 2011

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

DATA
ENROLMENT
LIST
PUPILS
REPORT
SCHOOLS
STUDENTS

Sally/Madel: DO Master Lists of Student/Learners 2011-2012
August 12, 2011/8-13/8-15

(Enclosure No. 3 to DepEd Order No. 67, s. 2011)

Attachment A

Guidelines for the Submission of Master List of Students/Learners

School Heads, DALSC and Mobile Teachers:

1. School heads shall submit their accomplished template to the Division Planning Officer using the School ID as the filename (e.g. "123456.xls"). The DALSC and mobile teachers shall submit their accomplished template to the Division ALS Supervisor using their personal name as the filename (e.g. "juandelacruz.xls"). The accomplished template must be submitted with a duly signed transmittal letter on or before October 15, 2011.

Division Planning Officer (DPO) and Division ALS Supervisor (DALSS):

1. The DPO shall organize the accomplished templates into elementary and secondary folders. In the elementary folder, schools shall be further grouped by school district. The DALSS shall organize their files into one ALS folder. All files shall be placed in a Compact Disc (CD) and sent to the Database Management Unit (DBMU), Research and Statistics Division, Office of Planning Service, copy furnished the Regional Office, on or before October 28, 2011. The complete mailing address of the DBMU is as follows:

Mr. Deogracias B. Genito, Jr.
Head, Database Management Unit
Ground Floor, Bonifacio Building
DepED Complex, Meralco Avenue
Pasig City

2. Requests for corrections in the master list shall be duly endorsed by the Schools Division Superintendent and submitted to the DBMU for appropriate action.