

Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capital Area, Dumaguete City



www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

DIVISION MEMORANDUM
No. 338, s. 2017

**SUBMISSION OF DAILY REPORT RE: DAILY TRACKING AND
SCHOOL – LEVEL DATA ON DISPLACED LEARNERS AND
RESPONSE INITIATIVES UNDERTAKEN IN RELATION
TO THE IMPACTS OF THE MARAWI CITY SIEGE**

TO: ASDS
 Chiefs, CID & SGOD, DEPS, SEPS, EPS
 District Supervisor/District In-Charge
 Public Elementary and Secondary School Heads
 All Other Concerned

1. Attached hereto is the Unnumbered Memorandum dated June 28, 2017 from undersecretary, Atty. Alberto T. Muyot RE: Submission Of Daily Report Re: Daily Tracking School – Level Data On Displaced Learners and Response Initiatives Undertaken In Relation To The Impacts Of The Marawi City Siege
2. For reference see attached memorandum and enclosure.
3. For your guidance and compliance.


LELANIE I. LABRERA
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SALUSTIANO T. JIMENEZ, CESO VI
OIC – Assistant Regional Director
Concurrent – Schools Division Superintendent





Republic of the Philippines
Department of Education

Tanggapan ng Kalihim

Office of the Secretary

MEMORANDUM

TO : Regional Directors Concerned
School Division Superintendents Concerned
All Regional and Division DRRM Coordinators Concerned

FROM : 
ATTY. ALBERTO T. MUYOT
Undersecretary
Officer-in-Charge

SUBJECT : SUBMISSION OF DAILY REPORT RE: DAILY TRACKING AND SCHOOL-LEVEL DATA ON DISPLACED LEARNERS AND RESPONSE INITIATIVES UNDERTAKEN IN RELATION TO THE IMPACTS OF THE MARAWI CITY SIEGE

DATE : 28 June 2017

1. As the deployment of the tracking teams on the ground which were activated relative to the unnumbered memorandum from the Undersecretary for Administration Alain del B. Pascua dated 2 June 2017 has come to an end, this memorandum is issued to all concerned in order to reiterate the importance of tracking learners and ensuring timely and adequate response for the well-being of the affected learners and personnel.
2. As schools who have received learners from Marawi affected by the siege have been submitting data consolidated by the Planning Office of the divisions and regions on a daily basis, the data remain critical in determining assistance to be provided to Marawi learners.
3. All Planning Officers under the School Governance and Operations Division (SGOD) of Division Offices or Policy, Planning, and Research Division (PPRD) shall continue the data collection coming from receiving schools. These include the school ID, name of school, total Marawi City learners and total enrolment, by grade level.
4. Region and Division DRRM Coordinators are advised to coordinate with their respective Planning Officers for the updated tracking and enrolment data to ensure submission of daily updates.

5. In addition, all DRRM Coordinators at the division level shall submit to the Regional DRRM Coordinator and the DRRMS a **DAILY REPORT** on the response initiatives of their respective division. Pictures of response initiatives should be submitted as part of the division report. The Regional DRRM Coordinator is accountable in submitting the vetted reports of the divisions to the Regional Director.
6. All data shall be submitted by the Division Offices to the Disaster Risk Reduction and Management Service (DRRMS) through the email address drmo@deped.gov.ph for their consolidation. The submission should be on a daily basis with a cut-off time of 5:00PM and with a subject line, "*Marawi City Siege – [Region], [Division] Update as of [DAY MONTH YEAR],*" in the e-mail. The results shall be used for reporting and allocation of appropriate interventions.
7. The report shall be consolidated by the DRRMS for submission to the EXECOM and shared to the concerned Regional Directors and Schools Division Superintendents. The report is also shared to the Education Cluster members, with modifications as necessary. The consolidated report is the basis for the daily report submitted by the DRRMS to the National DRRM Council and other relevant agencies.
8. For more information, all concerned may contact the Disaster Risk Reduction Management Service (DRRMS), Department of Education (DepEd) Central Office, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, at telefax no.: (02) 637-4933 or through e-mail address: drmo@deped.gov.ph.
9. Immediate dissemination of this Memorandum is required.

Enclosure A - School-level template for tracking of learners and enrolment

TABLE A. SY 2017 ENROLMENT of learners **DISPLACED** due to the Marawi City Siege as of _____ (date)

Region	Division	School ID	School Name	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11

TABLE B. SY 2017 TOTAL ENROLMENT data as of _____ (date)

Region	Division	School ID	School Name	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11

Note: Table A should show only the number of learners displaced (affected) by the siege while Table B should include all learners not affected by the siege.
 Only schools receiving/accommodating Marawi City learners are required to accomplish this template.