



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

November 9, 2023

DIVISIONAL MEMORANDUM

No. 775, s. 2023

CONDUCT OF SGC-INITIATED MAPPING OF 5-YEAR-OLD CHILDREN

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Other Concerned Personnel
 This Division

1. With the recent decline of both public and private kindergarten enrollment from 2,812 in SY 2022-2023 to only 2,570 in SY 2023-2024, this Office directs the following identified schools to conduct School Governance Council or SGC-initiated mapping of 5-year-old children in their assigned barangay:

School	Assigned Barangay
Andrea D. Costonera ES	Aguada
Baybay Central School	Baybay Triunfo
Catadman ES	Catadman-Manabay
Dimaluna ES	Dimaluna
Domingo A. Barloa ES	Molicay
Dona Consuelo ES	Dona Consuelo
Felipe Carreon CS	Banadero
Gango ES	Gango
Gregorio A. Saquin ES	Diguan
Malaubang IS	Malaubang
Maximino S. Laurete Sr. CS	Calabayan
Misamis Annex IS	Carmen Annex
Ozamiz City Central School	Tinago Baybay San Roque Lam-an 50 th District
Pulot ES	Pulot
San Antonio ES	San Antonio
Sancho V. Capa IS	Bagakay
Sinusa IS	Sinusa
Sta. Cruz ES	Baybay Sta. Cruz

2. Schools are directed to observe the following timelines for the whole activity:

Activities	Timelines
a. If no existing functional SGC, identified schools should organize as prescribed in DepEd Order no. 26, s.2022. Composite members must convene and	November 13-17, 2023



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discuss strategies in child mapping.	
b. Reproduction of mapping tool (see DepEd Order no. 8, s.2018)	November 13-17, 2023
c. Coordination meeting with the barangay to efficiently conduct the mapping.	November 13-21, 2023
d. Child mapping proper	November 22-28, 2023
e. Submission of the accomplished child mapping tool to the Division Office.	November 29, 2023
f. Conduct school-initiated interventions to enroll out-of-school 5-year-old children	November 23-28, 2023
g. Late enrollment in the LIS	November 29, 2023
h. Archiving of SGC accomplishment report for future validation.	December 4-8, 2023

3. Should the school head decide to do the above activities on Saturdays, Sundays, and on holidays, at most 2 days of service credits or non-compensatory time-off will be provided to all involved teaching and non-teaching personnel. The Daily Time Record (DTR), together with the SGC accomplishment report, should be submitted to this Office on or before December 15, 2023.

4. Queries on this matter can be channeled to Ell June S. Abucay, Planning Officer III, at elljune.abucay@deped.gov.ph.

5. Immediate and wide dissemination of this Memorandum is desired.

NIMFA R. LAGO, PhD., CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

Pp: **DIONESIO L. LIWAGON, JR. CESE**
 OIC, Assistant Schools Division Superintendent

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

SGC MAPPING ENROLLMENT LEARNERS

SBC/DM _____) **CONDUCT OF SGC-INITIATED MAPPING OF 5-YEAR-OLD CHILDREN**



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