



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
IVANA NATIONAL HIGH SCHOOL
IVANA, BATANES

2024 - 00399

DepEd-SDO Batanes
RECEIVED

By: fel

Date/Time: 7/17/24 2:40

ACTION PLAN
ENROLLMENT SY 2024-2025
July 3 - 26, 2024

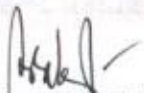
OBJECTIVE	ACTIVITIES	TIMELINE	RESOURCES (People, Physical, Peso)	Expected Output
Issue Memo on the conduct of enrolment for school year 2024-2025	Prepare and issue memorandum to all teachers and staff	June 21, 2024	SH/ Bond paper/ 240	Issued memorandum to all concern
Prepare the step by step procedure in the enrolling venue .	Conduct orderly and systematic flow of the enrolment process	July 3-26, 2024	Learners Bond paper Ballpen 2,000.00	Conducted orderly and systematic flow of the enrolment process
Administer the prepared numeracy and PHIL-IRI Test	Conduct/Administer the reading test and Numeracy test to all grade 7 to grade 10	July 3-26, 2024	Learners Bond paper Ballpen Pencil 5,000.00	Administered the reading test and Numeracy test to all grade 7 and grade 10
Check and properly turned over master list of enrollees and results of PHIL-IRI and Numeracy Test	Review and check submitted birth certificates and report cards of learners	July 3-26, 2024	Learners Teachers	Reviewed and checked submitted birth certificate and report card of students

Report to the D.O. office no. of of enrolled students on or before 5:00 P.M. of the day	Consolidate and report enrolled learners on or before 3:00 P.M.	July 3-6, 2024	Learners Teachers Internet connectivity/Load 1,000.00	Consolidated and reported enrolled learners
---	---	----------------	---	---

Prepared by:


ELIZABETH H. PAMA
Head Teacher III

Recommending Approval:


NELITA B. SEBASTIAN
School Principal I

Approved by:

ALFREDO B. GUMARU, JR. EdD, CESO V
Schools Division Superintendent 

