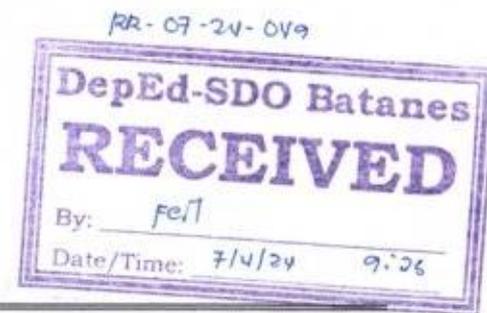


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**Department of Education**  
 REGION 02-CAGAYAN VALLEY  
 SCHOOLS DIVISION OF BATANES  
 UYUGAN ELEMENTARY SCHOOL  
 KAYVALUGANAN, UYUGAN, BATANES



**2024 ENROLMENT ACTION PLAN**  
 Uyugan Elementary School

Objective	Activities	Timeline	Resources			Expected Output
			People	Materials	Financial	
Advocate the 2024 enrolment	1. Posting of enrolment through school Facebook (FB) account and Group Chat (GC)	June 24- July 26, 2024	School Head, ICT and school documentatio n coordinator ALS teacher	FB, GC		Posted enrolment in the school FB account
	2. Posting of Tarp paper	June 24- July 26, 2024	ICT coordinator	Bond paper and ink		Posted tarp paper
	3. Conduct of staff meeting to plan for the activities to be undertaken for the 2024 enrolment	July 2, 2024	School Head, Teaching and non-teaching personnel	School memorandu m, attendance and issuances	1,000.00	Conducted staff meeting
	4. Conduct PTA meeting to announce it to the parents and other	July 7, 2024	PTA members and stakeholders	TV, sound system, documents	1,000.00	Conducted PTA meeting



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	stakeholders re enrolment			needed for the discussions.		
Able to prepare resources needed for the enrolment	1. Printing of enrolment forms (Form 1 for kinder, Grade 1 and transferees, Form 2 for Confirmation slip for Grades 2-6 and Form 3 for ALS)	July 1-2, 2024	SH, ICT coordinator, casual employee and ALS teacher	Bond paper, ink	2,000.00	Printed materials/resources
	2. Printing of Client Satisfaction measurement (CSM)	July 1-2, 2024	SH, ICT coordinator and casual employee	Bond paper, ink		Printed materials/resources
Implementation of 2024 enrolment	1. Prepare enrolment desk	July 3-26, 2024	School Head, Teachers	Office supplies		Prepared enrolment desk
	2. Enrolment proper		PTA members	Office supplies		
	3. Home visit to those prospect enrollees in the community	July 22-26, 2024	Teachers, ALS teacher	Office supplies		Visited and encouraged learners to enroll.
Preparation of accomplishment report	1. Preparation of accomplishment report	July 29-August 2, 2024	School Head, ICT coordinator	Office supplies		Prepared accomplishment report



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	2. Submission of accomplishment report, DTRs and pictorials	July 29- August 2, 2024	School Head, ICT coordinator	Office supplies	500.00	Submitted accomplishment report
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Prepared and submitted by:

  
**ZALDY C. ADRI**  
School Principal I

Approved:

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



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