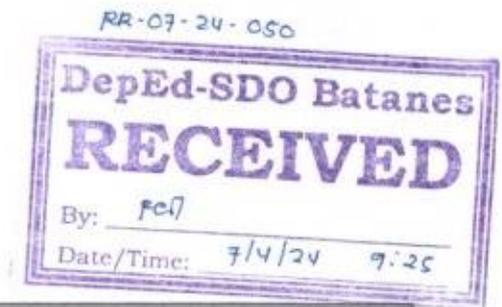


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Republic of the Philippines
 Department of Education
 REGION 02-CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES
 IMNAJBU ELEMENTARY SCHOOL
 IMNAJBU, UYUGAN, BATANES



2024 ENROLMENT ACTION PLAN
Imnajbu 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	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



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	4. Conduct PTA meeting to announce it to the parents and other stakeholders re enrolment	July 7, 2024	PTA members and stakeholders	TV, sound system, documents needed for the discussions.	1,000.00	Conducted PTA meeting
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	Bond paper, ink	1,000.00	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,	Office supplies		Visited and encouraged learners to enroll.





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Preparation of accomplishment report	1. Preparation of accomplishment report	July 29-August 2, 2024	School Head, ICT coordinator	Office supplies	500.00	Prepared accomplishment report
	2. Submission of accomplishment report, DTRs and pictorials	July 29-August 2, 2024	School Head, ICT coordinator	Office supplies		Submitted accomplishment report

Prepared and submitted by:

Approved:


ZALDY C. ADRI
School Principal I


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



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Imnajbuelementaryschool@deped.gov.ph

