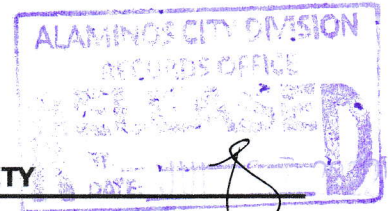


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Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**DM-2022-276**

TO : Assistant School Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operations Division (SGOD)  
Heads of All Public Elementary and Secondary Schools  
All Others Concerned

SUBJECT : **ENROLLMENT FOCAL PERSON**

FROM : Schools Division Superintendent

DATE : July 27, 2022

1. Pursuant to Deped Order No. 35, s. 20226 entitled, "Guidelines on Enrollment for School Year 2022-2023 in the context of Re-introduction of the In-person Classes", School heads shall designate School Enrollment Focal Person (SEFP), Grade Level Enrollment Chair (GLEC), and ALS Enrollment Focal Person (AEFP) to oversee and facilitate the over all conduct of the enrollment procedures.
2. Relative to this, teachers who will be designated shall report to their schools in the midst of their academic break.
3. This Office announces that teachers who shall assume work during the enrollment process shall be granted Compensatory Overtime Credit (COC) following existing SDO procedures on the granting of COC and CSC laws and guidelines.
4. For information, guidance, widest dissemination and strict compliance.

  
**LORNA G. BUGAYONG, PhD, CESO V**  
Schools Division Superintendent

***With hundred reasons to serve!***



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