



June 17, 2019

MEMORANDUM TO :

Schools District Supervisors  
This Division

**SUBJECT: CHECKING OF SCHOOL ENROLMENT AND ENROLMENT ANALYSIS**

Schools District Supervisors are hereby requested to conduct physical count of pupils by school and by class. This activity aims to determine whether a school has under enrolment or over enrolment. Supervisors shall submit to the office of Superintendent proposed plotting of teachers for reassignment from under enrolment to over enrolment schools with supporting enrolment data.

The following shall be considered for the reassignment of teachers:

1. Consider the residence of the teachers;
2. Teachers who have been in the school with the longest years shall be given priority;
3. Nursing mothers and those with health problems.

This Office is undertaking these measures to make sure that the 23 new elementary items shall only be deployed to schools with critical enrolment.

For compliance.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent