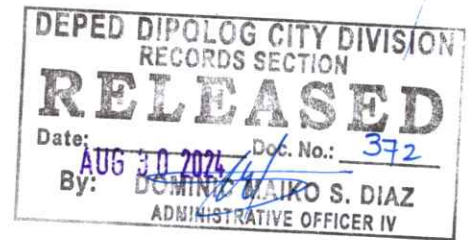




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



August 30, 2024

**DIVISION MEMORANDUM**

No. 372, s. 2024

**DIVISION AUTOMATED LEARNER'S TRACKING FORM**

To: Asst. Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary School Heads  
Public Secondary School Heads  
This Division

1. In our commitment to ensuring that every learner receives the opportunity for quality education, the Division of Dipolog City is launching the Automated Learner's Tracking Form specifically designed to monitor learners who have transferred out and those who did not enroll for the current School Year 2024-2025.
2. The Learner's Tracking Form will serve as a vital tool in identifying, documenting, and following up on learners who have transferred to other schools or those who, for various reasons, did not enroll this school year. This initiative aims to:
  - a. Address and mitigate any factors that may hinder learners from continuing their education.
  - b. Facilitate follow-up actions for non-enrollees and ensure that they are provided with appropriate support to re-enroll or explore alternative learning options.
  - c. Use the gathered data for planning and implementing intervention programs aimed at reducing dropout rates and improving learner retention.
3. All school heads are directed to oversee the implementation of the Learner's Tracking Form in their respective schools. It is imperative that the form is completed with accuracy and submitted to the Division Office by Thursday, September 6, 2024.
4. The link for the automated tracking form: <https://tinyurl.com/Toinz>
5. Attached is the Step-by-Step Guide for downloading the form.
5. Thank you for your cooperation and dedication to ensuring the continuous education of every learner in our division.

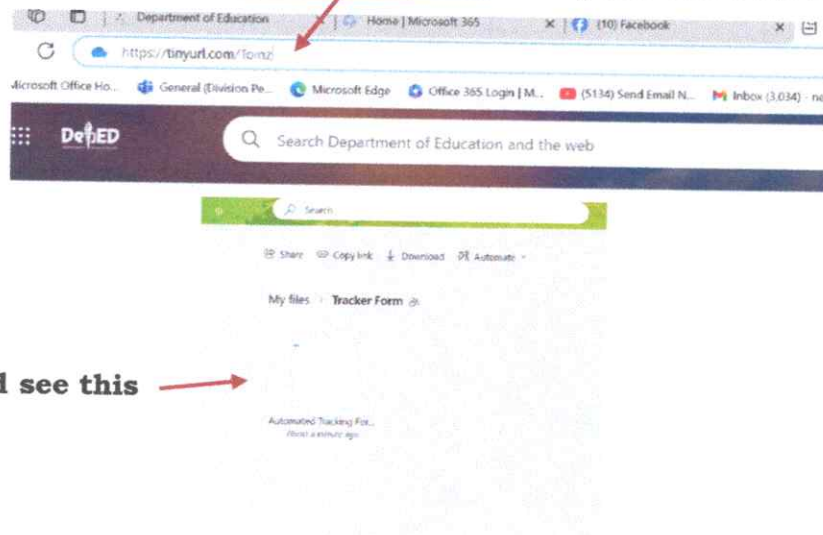
  
**MA. LIZA R. TABILON, EdD., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

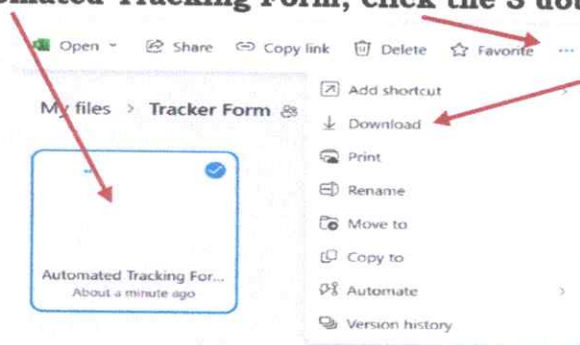
**INSTRUCTIONS ON HOW TO DOWNLOAD AND LAUNCH THE TRACKING FORM**

1. Copy this link <https://tinyurl.com/Toinz> and paste it on the URL box and hit enter.

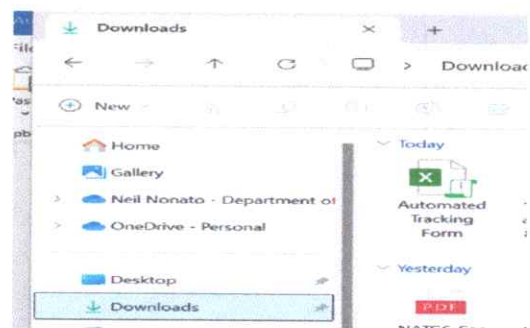


You should see this →

2. Select the Automated Tracking Form, click the 3 dots, and click Download.

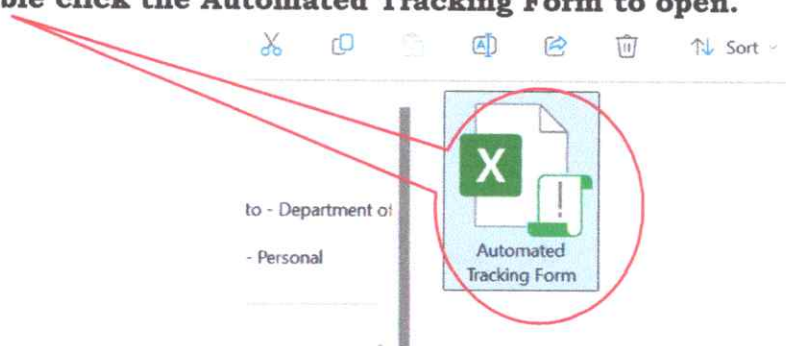


3. You can locate the Automated Tracking Form at the Downloads.



4. Transfer the Automated Tracking Form to your desired location.

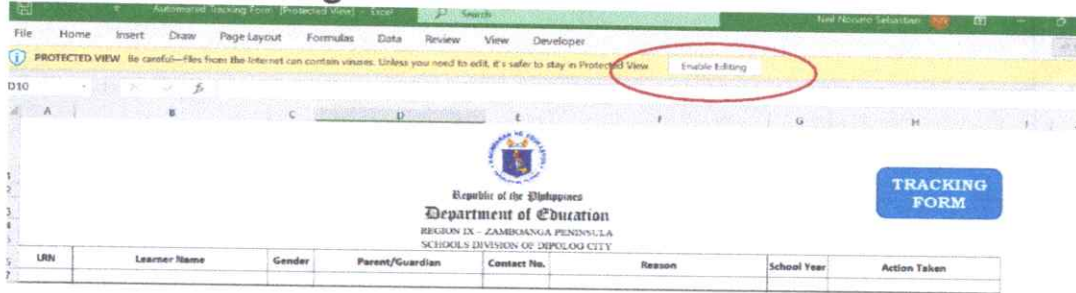
5. Double click the Automated Tracking Form to open.



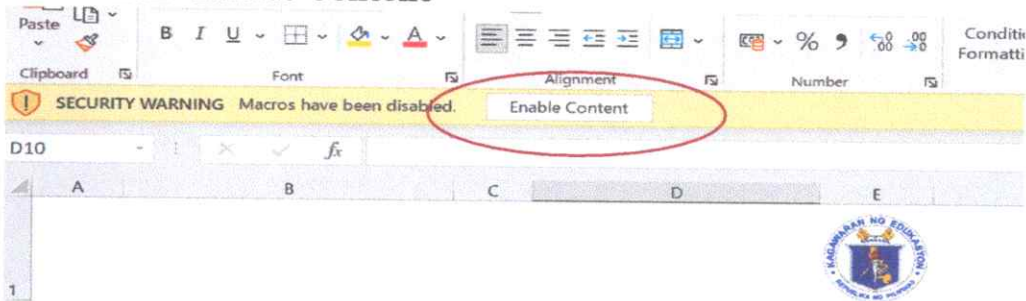


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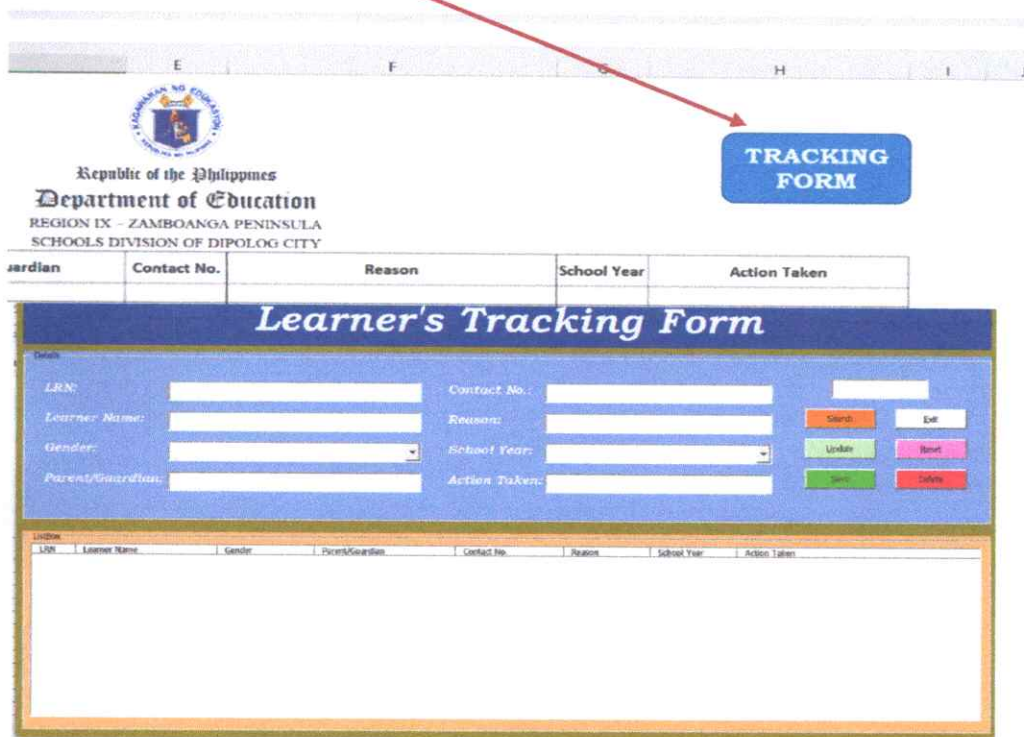
**It should look this!**  
**Click “Enable Editing”**



**Then click “Enable Content”**



**Finally click the Tracking Form Icon to launch.**



**Start encoding.**