



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM
No. 304, s. 2023

AUG 18 2023

**GUIDANCE ON THE CONDUCT OF ENROLLMENT FOR
SCHOOL YEAR 2023-2024**

To: OIC - Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. In adherence to DepEd Memorandum No. 043, s. 2023 titled **Guidance on the Conduct of Enrollment for School Year 2023-2024** dated August 4, 2023, this Office reminds all schools to comply with DepEd Order No. 22, s. 2023 titled **Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2023-2024** which reiterates that enrollment **shall start on August 7, 2023** and **shall end on August 26, 2023**.
2. All public and private elementary and secondary schools, including SUCs/LUCs offering basic education, and community learning centers (CLCs) shall update or encode the learner's profile in the Learner Information System (LIS). For this purpose, all public elementary and secondary schools shall use the print or electronic copies of the **Basic Education Enrollment Form** which is attached as Enclosure No. 1.
3. The deadline for the submission of documentary requirements under Section V-A of DO 3, s. 2018 titled **Basic Education Enrollment Policy** dated January 26, 2018 shall be on **October 31, 2023**, for both public and private schools.

The following table presents the eligibility standards and minimum documentary requirements for each key grade level:

Level	Eligibility Standards	Documentary Requirements
Kinder	Children aged five years old by August 31 st of the school year they will enroll in (<i>DepEd Order No. 47, s. 2016, Omnibus Policy on Kindergarten</i>)	<ul style="list-style-type: none">Philippine Statistics Authority (PSA)* Birth Certificate



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		*formerly National Statistics Office (NSO)
Grade 1	Children who have completed Kindergarten programs in DepEd accredited schools and centers.	<ul style="list-style-type: none"> Kindergarten Certificate of Completion PSA Birth Certificate
	Children who are six years old and above by August 31 st of the school year they will enroll in and who have not completed Kindergarten	<ul style="list-style-type: none"> Result of ECCD Assessment Checklist PSA Birth Certificate
	Children who have completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners <i>DepEd Order No. 47, s. 2016, Omnibus Policy on Kindergarten)</i>	<ul style="list-style-type: none"> Result of PEPT or PVT PSA Birth Certificate
Grade 7	Grade 6 Graduate	<ul style="list-style-type: none"> SF 9 Grade 6 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> Result of PEPT or A&E Test PSA Birth Certificate
Grade 11	Grade 10 Completer	<ul style="list-style-type: none"> SF 9 Grade 10 (formerly Form 138)
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> Result of PEPT or A&E Test PSA Birth Certificate

In the absence of a PSA Birth Certificate, the parent or guardian must submit a Birth Certificate (late registration) from the local civil registrar or a barangay certification containing the basic information of the child such as:



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- Name of the child (first name, middle name, last name)
- Name of parents
- Date of birth
- Sex

In **special cases**, additional documents may be required for submission.
Below are such cases:

Special Cases	Required Documents Upon Enrollment	Additional Requirements for Submission During the School Year
Learners from: 1. Philippine Schools Abroad (any grade level) 2. Foreign Schools Abroad	<ul style="list-style-type: none">• Birth Certificate or any equivalent legal document• Latest Report Card or any equivalent academic record• Accepting school shall have the discretion to determine the appropriate grade level in which to place the learner (DO 26, s. 1994)• PEPT Certificate of Rating for learners who have not completed the school year abroad, as long as three grading periods have been completed, and for learners who need grade level standards assessment	<ul style="list-style-type: none">• Permanent Transcript of Records from originating school
Learners from non-DepEd accredited schools (any grade level)	<ul style="list-style-type: none">• PEPT/PVT Certificate of Rating• Birth Certificate from the PSA or the local civil registrar, or barangay certification	None



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Balik-Aral Learner (any grade level)	<ul style="list-style-type: none">SF 9 (formerly Form 138) of the last school year attended or PEPT Certificate of Rating, whichever is applicable	<ul style="list-style-type: none">Birth Certificate from the PSA or the local civil registrar, or barangay certification
A&E Elementary Level Test Passer who qualified for Grade 7	<ul style="list-style-type: none">A&E Elementary Level Certificate of Rating	
A&E Secondary Level Test Passer who qualified for Grade 11	<ul style="list-style-type: none">A&E Secondary Level Certificate of Rating	
Displaced learners due to on-going war/armed conflict and very recent disasters/calamities	<ul style="list-style-type: none">Any proof of identity or any means as directed by the Central Office	<ul style="list-style-type: none">SF 9 (formerly Form 138) and/orResults of PEPT or A&E Test, if applicable

4. Moreover, authorities of public and private schools are instructed to strictly enforce and implement the Kindergarten cut-off age as stipulated in DO 020, s. 2018:

“Age qualification for Kindergarten learners in both public and private schools should be five (5) years old by June 1 of every calendar year. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of August on the condition that the Philippine Early Childhood Development (ECD) Checklist must be administered to the learner prior to the start of the opening of the school year, to ensure that the learner is capable of meeting the expectations of the grade level. Parents may provide documentation and/or certification of the learner’s previous Early Childhood Education (ECE) experiences (i.e., preschool, day care, pre-Kindergarten) in addition to the results of the Philippine ECD Checklist.”



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“For schools commencing their school year beyond June, the requirement that Kindergarten learners should be five (5) years old by June 1 and the extension period ending on August 31 shall be adjusted. For schools commencing their school year in July, Kindergarten learners should be five (5) years old by July 1 and the extension period shall be until September 30. For schools commencing their school year in August, Kindergarten learners should be five (5) years old by August 1 and the extension period shall be until October 31.”

5. For questions regarding this communication, send SMS (text) to Rebonie Emboltorio, PhD, SEPS-PRU at 09199469114/Arnie G. Besas, PO III at 09638804002.
6. Immediate dissemination of and compliance with this Memorandum are highly desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year - Grade level to Enroll:

Check the appropriate box only

1. With LRN? ☐ Yes ☐ No2. Returning (Balik-Aral) ☐ Yes ☐ No

INSTRUCTIONS:

Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No. (LRN) Last Name Birthdate (mm/dd/yyyy) Place of Birth (Municipality/City) First Name Sex ☐ Male ☐ FemaleAge Mother Tongue Middle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community

☐ Yes ☐ No If Yes, please specify: _____Extension Name e.g. Jr., III (if applicable) Is your family a beneficiary of 4Ps? ☐ Yes ☐ NoIf Yes, write the 4Ps Household ID Number below Is the child a Learner with Disability? ☐ Yes ☐ No

If Yes, specify the type of disability:

☐ Visual Impairment☐ Hearing Impairment☐ Learning Disability☐ Intellectual Disability☐ a. blind☐ Autism Spectrum Disorder☐ Emotional- Behavioral Disorder☐ Orthopedic/Physical Handicap☐ b. low vision☐ Speech/Language Disorder☐ Cerebral Palsy☐ Special Health Problem/ Chronic Disease☐ Multiple Disorder☐ a. Cancer

Current Address

House No. Sitio/Street Name Barangay Municipality/City Province Country Zip Code

Permanent Address

Same with your Current Address? ☐ Yes ☐ NoHouse No./Street Street Name Barangay Municipality/City Province Country Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name

Last Name First Name Middle Name Contact Number

Mother's Maiden Name

Last Name First Name Middle Name Contact Number

Legal Guardian's Name

Last Name First Name Middle Name Contact Number

For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

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For Learners in Senior High School

Semester ☐ 1st ☐ 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

☐ Modular (Print)

☐ Online

☐ Radio-Based Instruction

☐ Blended

☐ Modular (Digital)

☐ Educational Television

☐ Homeschooling

I hereby certify that the above information given are true and correct o the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date