



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

AUG 09 2022

DIVISION MEMORANDUM

No. 294, s. 2022

GUIDELINES ON ENROLMENT FOR SCHOOL YEAR 2022-2023

To: Assistant Schools Division Superintendent
Division Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the opening of School Year 2022-2023 on August 22, 2022 and in consideration of mobility restrictions, the Department of Education will be implementing the enhanced enrollment procedures that are reflective of the current health and safety situation. Consistent with DO No. 034 s. 2022 or the School Calendar and Activities for the SY.2022-2023, the enrollment shall begin on July 25 to August 22, 2022.
2. In this light, DepEd issues DO NO. 035 or Guidelines on Enrolment for School Year 2022-2023 in the Context of Re-introduction of the In-Person Classes in order to enhance the procedures and clarify the roles of key stakeholders in the enrollment process and guide the school heads and teachers regarding the new enrollment process.
3. Schools shall have daily reporting of enrolment count and summary result of Enhanced BEEF and ALS Modified AF2 from the start of enrolment period until one month after the opening of classes using the Quick Count Facility in LIS.
4. Learners have three options to enroll for the upcoming school year: in-person, remote or through dropbox form. Those who will opt to physically process the enrolment should observe minimum health and safety standards. Remote enrolment can be facilitated by filling out digital forms through the official email address of the school or through any of the available messaging platforms of the school. Parents or legal guardians or the learners may also fill up forms in their homes and physically submit the documents through dropboxes in the schools where the learners are to be enrolled. Alternatively, schools may establish a dropbox in front of the school, in every Barangay Hall or in any other visible location where parents and legal guardians can get the printed copy of the BEEF and submit the filled-up Form in the same dropbox.



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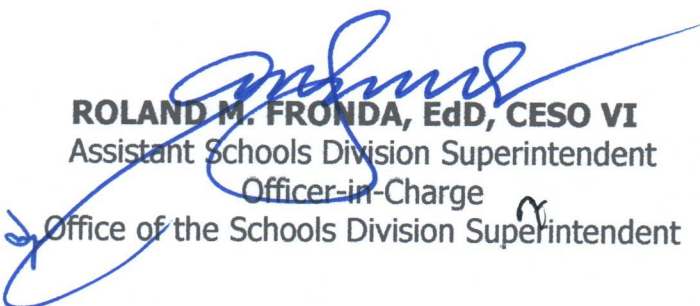


CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001108

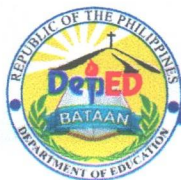


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5. School heads in small and medium schools shall designate their non-teaching personnel and school enrolment focal person while for schools with a higher capacity to accept enrollees, school heads shall designate their non-teaching personnel, school enrolment focal person and grade level enrolment chairman. In the Alternative Learning System (ALS), the District ALS Coordinators shall serve as the ALS Enrollment Focal Person who will be in-charge of receiving the ALS enrollment form and responding to queries related to ALS.
6. Likewise, teachers who will render services during enrollment period will be given service credits based from DO No. 53, s. 2003 titled **Updated Service Credit Guidelines**.
7. Attached is DepEd Order No. 035 s. 2022 for reference.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

CIS
August 1, 2022



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