



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

AUG 14 2023

**DIVISION MEMORANDUM**  
No. 274, s. 2023

**SUBMISSION OF REAL-TIME ENROLLMENT REPORT OF PUBLIC AND PRIVATE SCHOOLS FOR SY 2023-2024**

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

1. Pursuant to DepEd Order No. 043, s. 2023 or the "Guidance on the Conduct of Enrollment for School Year 2023-2024", the Department of Education announces that enrollment **shall start on August 7, 2023, and shall end on August 26, 2023.**
2. Relative to this, schools are instructed to encode their daily enrollment through the link provided below at 4:00 pm daily.

Public Schools- <https://bit.ly/BTN-Public-Enrollment-2023-2024>  
Private Schools- <https://bit.ly/BTN-Private-Enrollment-2023-2024>

3. Attached is a copy of DepEd Order No. 043, s. 2023 for reference.
4. Wide dissemination of and compliance with this Memorandum are enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

DATA  
ENROLLMENT

SO3/PATS  
08/09/2023



*"We Mould Heroes"*

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Republic of the Philippines  
**Department of Education**

AUG 04 2023

DepEd MEMORANDUM  
No. **043**, s. 2023

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

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
State/Local Universities and College Heads  
All Others Concerned

1. In accordance with DepEd Order (DO) No. 022, s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2023-2024, the Department of Education announces that enrollment **shall start on August 7, 2023, and shall end on August 26, 2023.**
2. Further, the Department issues this Memorandum to inform all public and private schools, as well as state/local universities and colleges (SUCs/LUCs) nationwide, that for the conduct of enrollment for SY 2023-2024, DepEd adopts the guidelines stipulated in DO 35, s. 2022.
3. 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** (Revised as of March 27, 2023) provided in DO 010, s. 2023 (Amendment to DepEd Order No. 03, 2018 [Basic Education Enrollment Policy]) to ensure that necessary information in enrolling learners, and other data, are properly captured.
4. The deadline for the submission of documentary requirements under Section V-A of DO 03, s. 2018 shall be on **October 31, 2023**, for both public and private schools.
5. 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 (Amendment to DepEd Order No. 47, s. 2016).

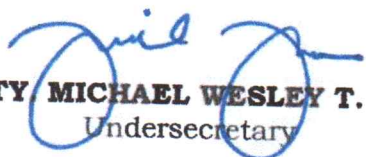


6. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to enroll their child for SY 2023-2024 by posting relevant materials in conspicuous places and through announcements in local televisions and radio broadcasting stations.

7. For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through the email address [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

8. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**ATTY MICHAEL WESLEY T. POA**  
Undersecretary

References:

DepEd Order (Nos. 010, s. 2023; 020 and 03, s. 2018)  
DepEd Memorandum (No. 035, s. 2023)

To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION  
BASIC EDUCATION  
CAMPAIGN  
DATA  
ENROLLMENT  
KINDERGARTEN EDUCATION  
LEARNERS  
RULES AND REGULATIONS





## 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 ☐ MaleAge Mother Tongue ☐ FemaleMiddle 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 to 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