

Republic of the Philippines

Department of Education

SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM No. 265, s. 2024

ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2024-2025

Assistant Schools Division Superintendent To: Chief Education Supervisors Public Schools District Supervisors All Public and Private School Heads All Others Concerned

- 1. Pursuant to the DepEd Memorandum No. 032, s. 2024 titled "Enrollment Guidelines for School Year 2024-2025", this Office informs all concerned that the conduct of enrollment in all public schools and community learning centers (CLCs) will commence on July 3, 2024 to July 26, 2024.
- 2. Private schools may adopt their own enrollment procedures consistent with their charters/school manuals and applicable DepEd policies. They shall report their official enrollment to the schools division office on or before July 22, 2024. The link for the reporting of private school enrollment will be released through the private school focal person.
- 3. Schools shall strictly adhere with the guidelines stipulated in DO 3, s. 2018 or the Basic Education Enrollment Policy, DO 19, s. 2008 or the Implementation of No Collection Policy in All Public Elementary and Secondary Schools, and DO 20, s. 2018 or the Amendment to DepEd Order No. 47, s. 2016 for the Kindergarten cut-off age.
- 4. The Basic Education Enrollment Form shall be required for all public elementary and secondary schools for incoming Kindergarten, Grades 1,7, and 11 enrollees and transferees while a Confirmation Slip shall be required for Grades 2-6, Grades 8-10 and Grader 12 enrollees to confirm their enrollment.
- 5. Enrollment in public elementary and secondary schools, including CLCs, shall be conducted through any of the following options:
 - a. In-person enrollment:
 - b. Remote enrollment [short messaging services (sms) or any messaging applications, or email using the school's official numbers/accounts or email addresses, among others]; and
 - c. Dropbox enrollment (located in schools, barangay halls near the school)



















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Department of Education

SCHOOLS DIVISION OFFICE OF BATAAN

- 6. Attached is the DepEd Memorandum No. 032, s. 2024 for more information and guidance.
- 7. Immediate dissemination of the Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent ⋈

Reference: DO No. 032 s. 2024 To be indicated in the <u>Perpetual Index</u> Under the following subjects:

> ADMISSION CAMPAIGN

LEARNERS

BASIC EDUCATION DATA

ENROLLMENT

KINDERGARTEN EDUCATION RULE AND REGULATIONS

July 1, 2024



















Republic of the Philippines Department of Education

JUN 2 5 2024

DepEd MEMORANDUM No. 032, s. 2024

ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2024–2025

To: Undersecretaries

Assistant Secretaries

Minister, Basic, Higher and Technical Education, BARMM

Bureau and Service Directors

Regional Directors

Schools Division Superintendents

Public and Private Elementary and Secondary School Heads

State/Local Universities and Colleges Heads

Philippine Schools Overseas Heads

All Others Concerned

- This Memorandum is issued to inform and provide guidance to all public schools and community learning centers (CLCs) on the enrollment procedures and protocols for School Year (SY) 2024-2025.
- Consistent with DepEd Order (DO) No. 003, s. 2024 titled Amendment to DepEd Order No. 022, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024), SY 2024-2025 shall start on July 29, 2024. Hence, the Department of Education (DepEd) announces the conduct of enrollment in all public schools from July 3 to 26, 2024.
- Enrollment in public elementary and secondary schools, including CLCs, shall be conducted through any of the following options:
 - a. In-person Enrollment:
 - b. Remote Enrollment (short messaging services [SMS] or any messaging applications, or email using the school's official numbers/accounts or email addresses, among others); and
 - c. Dropbox Enrollment (located in schools, barangay halls near the school).
- Private schools, state/local universities and colleges (SUCs/LUCs), and Philippine Schools Overseas (PSOs) offering basic education may adopt their own enrollment procedures consistent with their charters/school manuals and applicable DepEd policies. They shall report their official enrollment through their respective schools division offices on or before July 22, 2024. In the case of PSOs, their official enrollment shall be submitted to the Private Education Office (PEO).
- The Basic Education Enrollment Form (Enclosure No. 1) shall be required for all public elementary and secondary schools for incoming Kindergarten, Grades 1, 7, and 11 enrollees, and transferees while a Confirmation Slip (Enclosure No. 2) shall be required for Grades 2-6, Grades 8-10, and Grade 12 enrollees to confirm their enrollment.

- 6. The Modified Alternative Learning System (ALS) Enrollment Form (Enclosure No. 3) shall be required for all ALS enrollees.
- 7. The documentary and eligibility requirements stipulated in DO 03, s. 2018 (Basic Education Enrollment Policy) shall remain in effect and shall be submitted **until October 31, 2024**. It is reiterated that in the absence of a Philippine Statistics Authority (PSA) Birth Certificate, the Birth Certificate (late registration) from the local civil registrar or a *Barangay* Certification containing the basic information of the child such as (a) name of the child (first name, middle name, last name); (b) name of parents; (c) date of birth; and (d) sex, may be submitted.
- 8. All public elementary and secondary schools shall strictly adhere to DO 19, s. 2008 (Implementation of No Collection Policy in All Public Elementary and Secondary Schools) regarding the authorized but voluntary fee collections. No payment collections shall be made as pre-requisite for the enrollment of learners particularly in the public schools.
- 9. Authorities of public and private schools are instructed to strictly enforced and implement the Kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
- 10. On the transmission of school records, only school's authorized personnel shall transmit the learners' records. Schools shall not compel learners and/or their parents/legal guardians to take responsibility in the transmission of learners' records.
- 11. 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/legal guardians of prospective learners to enroll their schoolaged children for SY 2024–2025.
- 12. 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 email at ps.emisd@deped.gov.ph, and the **Office the Assistant Secretary for Operations-Field Operations** at asec.ops@deped.gov.ph.
- 13. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



NOLASCO A. MEMPIN Undersecretary

Encls.:

As stated

References:

DepEd Order (Nos. 003, s. 2024; 20 and 03, s. 2018; and 19 s. 2008) DepEd Memorandum No. 043, s. 2023

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To be indicated in the <u>Perpetual Index</u> under the following subjects:

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

JDMC/APA/MPC, <u>DM Enrollment Guidelines for SY 2024-2025</u> 0142 - April 30/May 10, 2024

, (Enclosure No. 1 to DepEd Memorandum No. 032, s. 2024)

Revised as of 02/12/2024 ANNEX 1

MAN NG COLLEGE NO.

BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE

Instructions: Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only. 1. School Year Learner Reference No. (LRN)? If applicable: 2. Grade Level to Enroll: Graded, specify Grade Level Non-Graded (For Special Needs Education (SNEd) Only) 3. Learner's Personal Information PSA Birth Certificate No. (If available upon registration) Birthdate (mm/dd/yyyy) Last Name First Name Age Sex ☐ Male Female Middle Name Place of Birth (Municipality/City) Extension Name e.g. Jr., III (If applicable) Religion Mother Tongue Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? Yes No If Yes, please specify: Is your family a beneficiary of 4Ps? Yes No If Yes, please write the 4Ps Household ID Number Current Address House No. Sitio/Street Name Barangay Municipality/City Province Country Zip Code Permanent Address Same with your Current Address? Yes No If Yes, proceed to item 4 House No. Sitio/Street Name Barangay Province Municipality/City Country Zip Code 4. Parent's/Guardian's Information

Father's Name					
Last Name	First Name	Middle Name	Contact Number		
Mother's Maiden Nam	ne				
Last Name First Name		Middle Name	Contact Number		
Legal Guardian's Nan	ne				
Last Name	First Name	Middle Name	Contact Number		
		1			

5. Is the Learner under the Special Needs Educ	ation Program? Yes No
If Yes, check only 1, either from a1 or a2	
a1. With Diagnosis from Licensed Medical Specialist	t:
Hearing Impairment Speech/La	Disability Cancer Non-Cancer
a2. With Manifestations	
Difficulty in Applying Knowledge Difficulty in Communicating Difficulty in Displaying Interpersonal Behavior (Emotional and Behavioral) Difficulty in Hearing	Difficulty in Mobility (Walking, Climbing and Grasping) Difficulty in Performing Adaptive Skills (Self-Care) Difficulty in Remembering, Concentrating, Paying Attention and Understanding Difficulty in Seeing
b. Does the Learner have a PWD ID? Yes No	0
C. F. D. C.	
6. For Returning Learner (Balik-Aral) and those	
Last Grade Level Completed	Last School Year Completed
Last School Attended	School ID
7. For Learner in Senior High School	
Semester 1st 2nd	
Track:	
Strand:	
8. If the school will implement other distance lea would you prefer for your child?	arning modalities aside from face-to-face instruction, what
Check all that applies: Blended (Combination) Homesch Educational Television Modular (
Information System.	are true and correct to the best of my knowledge and I allow the lest or create and/or update his/her learner profile in the Learner ntial in compliance with the Data Privacy Act of 2012.
Signature Over Printed Name of Parent/G	uardian Date



Department of Education Region: Division: School ID: School Name:	Department of Education Region: Division: School ID: School Name:
CONFIRMATION SLIP	CONFIRMATION SLIP
NAME:LRN:GRADE LEVEL:	NAME: LRN: GRADE LEVEL:
CONFIRMATION OF ENROLLMENT IN THE SCHOOL: YES NO	CONFIRMATION OF ENROLLMENT IN THE SCHOOL: YES NO
Signature over Printed Name of Parent/Legal Guardian	Signature over Printed Name of Parent/Legal Guardian
Department of Education Region: Division: School ID: School Name:	Department of Education Region: Division: School ID: School Name:
CONFIRMATION SLIP	CONFIRMATION SLIP
NAME:LRN:GRADE LEVEL:	NAME: LRN: GRADE LEVEL:
CONFIRMATION OF ENROLLMENT IN THE SCHOOL: YES NO	CONFIRMATION OF ENROLLMENT IN THE SCHOOL: YES NO
Signature over Printed Name of Parent/Legal	Signature over Printed Name of Parent/Legal

, (Enclosure No. 3 to DepEd Memorandum No. $\mathbf{032}$, s. 2024)

Revised as of 02/12/2024 ANNEX 2



MODIFIED ALS ENROLLMENT FORM

(AF2) Learner's Basic Profile
THIS FORM IS NOT FOR SALE.



Instructions: Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/ALS Teacher/Community ALS Implementor/Learning Facilitator. Use black or blue pen only.

Date: (mm/dd/yyyy)						Le	Learner Reference No. (LRN)? If available:						
1 1													
. Learner's Personal I	nforma	tion											
Last Name											Birtl	hdate (mm/dd/	уууу)
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First Name		I									Age	Sex	
			П	T		T			T			ППм	ale Female
Middle Name													
T T T T T			T	Т		Т			_		Plac	e of Birth (Mur	icipality/City)
Extension Name e.g. Jr.,	III (If app	licable)	Con	ntact	Numbe	er/s					Relig	gion	
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Belonging to any Indigen	ous Peor	oles (IP)) Comi	muni	tv/Indic	ienoi	is Cu	tural C	omm	unity?	Moth	er Tongue	
☐ Yes ☐ No If Yes				i i i di ii	Lyrinais	,01100	15 Ou	itara, c	John	idinty:		THE PARTY OF THE P	Control of the Contro
Is your family a beneficiar				7		-					0::1	04-4	
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If Yes, please write the	4Ps Ho	usehold	ID N	umbe	r							Single	Married
											1 -	Separated Solo Parent	☐ Widow/er
Current Address									-	-		J SOIO Pareiri	
House No.	Sitio/St	reet Nan	ne	-	-					Baran	gay		
Analytically 20th		In.				**********		I.S.					
Municipality/City		Provinc	ce					Cour	ntry				Zip Code
Permanent Address	Sar	ne with	vour (Curre	ent Add	ress'	П	Yes	П	lo If Ye	s pro	ceed to item 2	
House No.	-	eet Nam					- Lond			Barang	-	COOG TO REITI Z	
		-	************	-									
Municipality/City		Provinc	ce					Coun	ntry				Zip Code
P					-								
. Parent's/Guardian's	informa	ition					-						
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Nother's Maiden Name											-		
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