



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

DIVISION MEMORANDUM
No. 151, s. 2026

March 30, 2026

**REITERATION OF DEPED MEMORANDUM NO. 023, s. 2026:
CLARIFICATION ON THE PARTICIPATION OF TEMPORARILY ENROLLED
LEARNERS IN END-OF-SCHOOL-YEAR RITES**

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

1. Pursuant to **DepEd Memorandum No. 023, s. 2026**, the Schools Division of Bataan reiterates the Department's directive ensuring that learners who are temporarily enrolled due to unsettled financial or property obligations with their previous schools shall not be denied participation in End-of-School-Year (EOSY) rites, such as graduation and moving-up ceremonies.
2. The following clarifications are emphasized:
 - a. Learners who have satisfactorily met academic and attendance requirements are eligible to join EOSY rites, regardless of unsettled financial obligations.
 - b. Learners transferring from private schools with pending financial or administrative obligations shall be tagged as **Temporarily Enrolled** in accordance with **DepEd Order No. 017, s. 2025 (Revised Basic Education Enrollment Policy)**. This status shall not be used as grounds for exclusion from EOSY rites.
 - c. Private schools retain the legal right, under **DO 88, s. 2010 (2010 Revised Manual of Regulations for Private Schools in Basic Education)**, to withhold official transfer credentials until obligations are settled. However, this does not affect the learner's right to participate in EOSY rites.
 - d. The **Affidavit of Undertaking** remains the binding instrument to balance the interests of learners and private schools. It serves as a guarantee of future payment and acknowledgment of the learner's temporary status.
 - e. Receiving schools must strictly observe the following:
 - Learners without transfer credentials shall be tagged as **Temporarily Enrolled**;
 - Until credentials are submitted, learners cannot be officially promoted or graduated in DepEd systems;
 - Receiving schools are prohibited from issuing permanent records or final progress reports until original transfer credentials are released.



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- f. Participation in EOSY rites is a recognition of completed learning requirements and does not constitute a waiver of financial obligations. Official confirmation of graduation status shall only occur after settlement of accounts or a formal agreement with the concerned school.
- g. Schools are mandated to release credentials immediately once obligations are satisfied.
3. All school heads are directed to ensure strict compliance with this policy. Regional and division offices shall monitor implementation to guarantee that no learner is excluded from EOSY rites, while parents are advised of their continuing legal obligation to settle accounts with their previous schools.
4. Immediate dissemination of this Memorandum is desired.


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

Reference:

DepEd Order (Nos. 017, s. 2025; 03, s. 2018; and 88, s. 2010)
DepEd Memorandum No. 015; 023, s. 2026

Encl: as stated

To be indicated in the Perpetual Index
Under the following subjects:
BASIC EDUCATION
GRADUATION
LEARNERS
OFFICIALS
PRIVATE SCHOOLS
TEMPORARY ENROLLMENT



Republic of the Philippines
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Department of Education

MAR 27 2026

DepEd MEMORANDUM
No. **023**, s. 2026

**CLARIFICATION ON THE PARTICIPATION OF TEMPORARILY ENROLLED
LEARNERS IN END-OF-SCHOOL-YEAR RITES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. The Department of Education (DepEd) reaffirms its commitment to ensuring that every learner's academic milestones are recognized and celebrated, regardless of financial standing. This Memorandum is issued in response to reports of learners transferring from private schools who are being barred from participating in End-of-School-Year (EOSY) rites due to outstanding financial obligations at their previous schools.
2. To protect the rights of the learners while upholding the legal and contractual rights of private basic education institutions, the following policy framework is clarified:
 - a. Learners who have met academic and attendance standards are eligible to participate in EOSY rites, such as graduation and moving-up ceremonies. **No learner shall be denied participation in EOSY rites on the basis of unsettled financial or property obligations.**
 - b. Consistent with DepEd Order (DO) No. 017, s. 2025 (Revised Basic Education Enrollment Policy), learners who have transferred from private schools but have yet to submit official transfer credentials due to unsettled obligations shall be tagged as **Temporarily Enrolled** while administrative or financial obligations with their previous schools are being settled. As such, a learner's **Temporarily Enrolled** status shall not be used as a basis for exclusion from EOSY rites.
 - c. The right to transfer is fundamentally linked to the fulfillment of obligations such as settling unpaid fees and returning school property. Under DO 88, s. 2010 (2010 Revised Manual of Regulations for Private Schools in Basic Education), private schools maintain the legal right to withhold official transfer credentials until all such debts are fully settled.

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- d. Reiteration of the Affidavit of Undertaking: While DO 017, s. 2025 (Revised Basic Education Enrollment Policy) governs enrollment, the Affidavit of Undertaking is hereby reiterated as the formal instrument to balance these competing interests. This document serves as a binding guarantee of future payment and a formal acknowledgment of the learner's temporary status and the private schools' rightful claim to the balance. Consequently, the private schools may continue to withhold learner records until the obligation is fully settled.
3. To ensure that the right to participate in EOSY rites is not used to evade contractual obligations, receiving schools shall strictly observe the following:
 - a. Learners without transfer credentials shall be tagged as **Temporarily Enrolled**;
 - b. Until complete credentials are submitted, the learner cannot be officially promoted to a higher grade level nor officially graduate in the Department's systems; and
 - c. Receiving schools are strictly prohibited from issuing official permanent records or final progress reports until the previous school releases the original transfer credentials.
4. Participation in graduation or moving-up ceremonies is a recognition of the learner's completed learning requirements and does not constitute a waiver of the obligation by the learner, parent, or guardian to pay outstanding balances. **Official confirmation of graduation status shall take place only after payment of the obligations or a settlement agreement between the parent and the school concerned.**
5. Schools are mandated to release credentials immediately once all obligations are satisfied.
6. All regional and schools division offices are directed to monitor compliance and ensure that no student is excluded from EOSY rites, while simultaneously advising parents of their legal obligation to settle accounts with their previous schools.
7. Immediate dissemination of this Memorandum is desired.
8. For more information, please contact the **Private Education Office**, 5th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at private.education@deped.gov.ph.

By Authority of the Secretary:

ATTY. FATIMA LIPP D. PANONTONGAN