



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division

Superintendent

DIVISION MEMORANDUM

No. 247, s. 2023

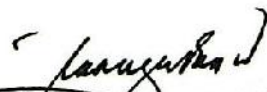
TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
Others concerned

FROM: The Schools Division Superintendent

DATE: August 7, 2023

**SUBJECT: DISSEMINATION OF DEPED MEMORANDUM No. 43, s.2023
"GUIDANCE ON THE CONDUCT OF ENROLMENT FOR SCHOOL
YEAR 2023-2024"**

1. For the information and guidance of all concerned, enclosed is a copy of the DepEd Memorandum No. 43, s.2023 titled "Guidance on the Conduct Of Enrolment for School Year 2023-2024", signed by Undersecretary Atty. Michael Wesley T. Poa dated August 4, 2023.
2. For further clarifications, please contact the SGOD – Planning & Research Unit c/o Joann L. Jimenez through email joann.jimenez001@deped.gov.ph.
3. Immediate dissemination of this Memorandum is desired.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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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.
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 No 2. 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 Female

Age

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 No

If 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.	Site/Street Name	Barangay	
Municipality/City	Province	Country	Zip Code

Permanent Address Same with your Current Address? Yes No

House 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
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Mother's Maiden Name

Last Name	First Name	Middle Name	Contact Number
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Legal Guardian's Name

Last Name	First Name	Middle Name	Contact Number
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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

AFFIDAVIT OF UNDERTAKING

ANNEX 3

DepEd Order 3, 2018

I, _____ of legal age, a resident of
Name of Parent/Guardian

Address
and the parent/guardian of _____
Name of Learner

hereby signs this document freely and with full understanding of its contents.

The present circumstances are:

1. I choose to enroll my child at _____
Name of School
2. I certify that my child was previously enrolled at _____
and passed the grade level of _____.
Name of Previous School
3. Due to _____, I cannot submit the transfer
credentials of my child to this school.
4. I understand that my child shall be temporarily enrolled because I have not submitted
the required credentials.

With these circumstances, I undertake to:

1. Do what is legally permissible for the release of the credentials of my child from the
previous school.
2. Submit the transfer credentials of my child on or before _____.
3. I agree that the official record from this school shall only be released until the
submission of school credentials from the previous school.
4. I understand that the school shall only issue a temporary progress report card signed
by the adviser to monitor the progress of my child and that it is inadmissible for
transfer and enrollment purposes.

Without the transfer credentials of my child I fully understand that:

1. My child is only temporarily enrolled.
2. My child cannot be officially promoted to a higher grade level.
3. My child cannot officially graduate from this school.
4. Should my child attain the qualifying average and other criteria for academic honors,
he/she will not be recognized.

With all the foregoing, I shall hold free from any liability, whether civil, criminal or administrative,
DepEd Personnel who are involved in the acceptance and enrollment of my child, and the
enforcement of any law or rule and the obligations provided in this document.

Attested this _____ day of _____ at _____.

Signature Over Printed Name of Parent/Guardian

Gov't ID Presented: _____
ID Number: _____
Date Issued: _____