



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

07 August 2023

DIVISION MEMORANDUM
NO. **377** S. 2023

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

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisor
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is DepEd Memorandum No. 043, s. 2023 titled “*Guidance on the Conduct of Enrollment for School Year 2023-2024*”.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

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



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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)

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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