

### Republic of the Philippines

## Department of Education

Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

07 August 2023

DIVISION MEMORANDUM NO. 3 7 7 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 <u>Perpetual Index</u>
under the following subject:

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



Address: Banica, Roxas City

Contact Number: (036) 6518 456/0968-869-5867

Email Address: <a href="mailto:capiz@deped.gov.ph">capiz@deped.gov.ph</a>
Website: <a href="mailto:http://depedcapiz.ph">http://depedcapiz.ph</a>



## Republic of the Philippines Department of Education

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DepEd MEMORANDUM 043 , s. 2023

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

Undersecretaries To: **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

- 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.
- 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.
- 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.
- 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.
- 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

References:

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

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

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JDMC, APA, MPC, <u>DM Guidance on the Conduct of Enrollment for SY 2023–2024</u> 0487 – August 4, 2023

ANNEX 1



# BASIC EDUCATION ENROLLMENT FORM THIS FORM IS NOT FOR SALE.

School Year	Check the appropria	ate box only	
Grade level to Enroll:	1. With LRN?	Yes No 2. Returnin	ng (Balik-Aral) 🗌 Yes 🗌 No
INSTRUCTIONS: Print legibly all information required in CAP	ITAL letters. Submit accomplished form to the	Person-in-Charge/Registrar/Class Adviser. Use	black or blue pen only.
	LEARNER IN	FORMATION	
PSA Birth Certificate No. (if available upon regis  (LRN) Last Name  First Name  Middle Name  Extension Name e.g. Jr., Ill (if applicable)  Is the child a Learner with Disabil  If Yes, specify the type of disability:	tration)  Bek  Y  Is y  Hearing Impairment	Learner Reference No Birthdate (mm/dd/yyyy)  Sex	tellectual Disability
☐ a. blind	Autism Spectrum Disorder	Emotional- Behavioral Disorder	thopedic/Physical Handicap
☐ b. low vision☐ Multiple Disorder	☐ Speech/Language Disorder ☐	Cerebral Palsy ☐ Sp	pecial Health Problem/ Chronic Disease ☐ a. Cancer
Current Address			
House No.	Sitio/Street Name	Barangay	
Municipality/City	Province	Country	Zip Code
Permanent Address Same with you	ur Current Address?		
House No./Street	Street Name	Barangay	
Municipality/City	Province	Country	Zip Code
	PARENT'S/GUARDIA	N'S INFORMATION	
Father's Name	First Name	Middle Name	Contact Number
Last Name	This raine	middle Name	GORALL NUMBER
Mother's Maiden Name	7	1 [	7
Last Name	First Name	Middle Name	Contact Number
Legal Guardian's Name			
Last Name	First Name	Middle Name	Contact Number
	11	11	1 1

Last Grade Level Completed		Last School Year Completed	
Last School Attended			School ID
	For Learners in Senio	r High School	· // /
Semester ☐ 1st ☐ 2 <sup>nd</sup>	- Track		
If school will implement other dista	nco lograina modelities acide from	face to face instruction, what we	ould you profer for your chile
Choose all that apply:	nce rearring modalities aside irom	iace-to-face instruction, what w	odia you preser for your crisic
☐ Modular (Print)	☐ Online	☐ Radio-Based Instruction	☐ Blended
☐ Modular (Digital)	☐ Educational Television	☐ Homeschooling	
I hereby certify that the	above information given are true a child's details to create and/or upo ted as confidential in compliance v	late his/her learner profile in the	Learner Information System
The information herein shall be trea			