



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS TAGBILARAN CITY

Office of the Schools Division
Superintendent

August 8, 2023

DIVISION MEMORANDUM

NO: 319 s. 2023

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

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
All Public Elementary and Secondary Principals
All Others Concerned

1. This Office hereby disseminates DepEd Memorandum No. 043 s. 2023 dated August 4, 2023 titled “**Guidance on the Conduct of Enrollment for School Year 2023-2024**”, contents of which are self-explanatory for the information and guidance of all concerned.
2. Please see attached Memorandum for more details.
3. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQA/SGOD/MMC/ftc



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines
Department of Education

8-37
DEPED TAGBILARAN CITY DIVISION
SDS OFFICE
DOWNLOADED

BY W DATE 8/7/2023

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

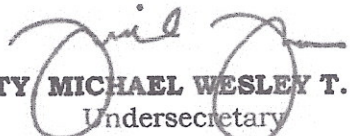
1. In accordance with DepEd Order (DO) No. 022, s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2023-2024, the Department of Education announces that enrollment **shall start on August 7, 2023, and shall end on August 26, 2023.**
2. Further, the Department 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.	Sitio/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
-----------	------------	-------------	----------------

Mother's Maiden Name

Last Name	First Name	Middle Name	Contact Number
-----------	------------	-------------	----------------

Legal Guardian's Name

Last Name	First Name	Middle Name	Contact Number
-----------	------------	-------------	----------------

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

--	--	--	--	--	--	--

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 o 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