



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

**Office of the Schools Governance Operations Division**

**DIVISION MEMORANDUM**

**June 26, 2025**

No. 374, s. 2025

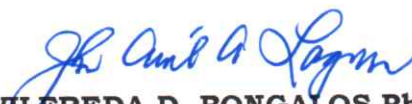

**REITERATION ON THE REVISED BASIC EDUCATION ENROLLMENT POLICY**

To: Public Elementary and Secondary School Heads  
Private Elementary and Secondary School Heads  
School Registrar and LIS Coordinator  
All Others Concerned

1. Attached is Regional Memorandum No. 0617 s. 2025 entitled "**REITERATION ON THE REVISED BASIC EDUCATION ENROLLMENT POLICY**", and with reference to DepEd Order No 17s. 2025, this Office reiterates that the requirement for transferees upon enrollment from public to private schools or vice versa within the country is their SF 9 (Report Card), signed by the School Head or a letter certifying the last grade level the learner completed, signed by the School Registrar.

2. For transferees from private schools with unsettled financial obligations, please refer to item under *Information System Management for Enrollment Data*.

3. For your immediate and wide dissemination of this Memorandum to all concerned is desired.

For:   
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

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 BY \_\_\_\_\_ DATE: 6/26/25

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

No. **0617**, s. 2025

received SGO: [Signature]  
 6/26/25 @ 11:30 am  
 24 JUN 2025

**REITERATION ON THE REVISED BASIC EDUCATION ENROLLMENT POLICY**

- To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 CID Chiefs  
 SGOD Chiefs  
 School Heads  
 All Others Concerned

1. With reference to DepEd Order No. 17 s. 2025, or the "Revised Basic Education Enrollment Policy," this Office reiterates that the requirement for transferees upon enrollment from public to private schools or vice versa within the country is their SF 9 (Report Card), signed by the School Head or a letter certifying the last grade level the learner completed, signed by the School Registrar.

2. For transferees from private schools with unsettled financial obligations, please refer to item ii under *Information System Management for Enrollment Data*, to wit:

*"For learners who transferred out from private schools but still have outstanding financial obligations, the receiving public school is instructed to accommodate the learners and assist the parent/ legal guardian in the execution of an affidavit of undertaking. The originating private school within thirty (30) calendar days upon receipt of electronic notification of transfer through LIS portal, is requested to review the validity of the request and take required action by confirming the transfer request and clicking the unsettled account check box to tag/mark in the system that the learners are Temporarily Enrolled in the current school year."*

3. Immediate and wide dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
 Director IV  
 Regional Director

STJ/FYA/QAD/BDT/fcs



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