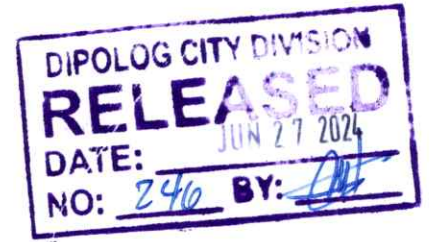




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



June 24, 2024

**DIVISION MEMORANDUM**  
No. 246, s. 2024

**ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2024-2025**

To: Asst. Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
SGOD Personnel  
Division ALS Implementers  
All Others Concerned  
This Division

1. In line with the directives from the Department of Education, please be informed of the issuance of DepEd Memorandum No. 032, s. 2024, which provides the Enrollment Guidelines for School Year 2024-2025. This memorandum outlines the procedures, timelines, and requirements for the enrollment process for the upcoming school year.
2. Attention is invited to paragraphs 3 to 10 of the said memorandum.
3. For your information and guidance.

  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

*Incl.: As stated.*



Address: Purok Farmers, Olingan, Dipolog City  
Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
Facebook: DepEd Tayo – Division of Dipolog City



Republic of the Philippines  
**Department of Education**

JUN 25 2024

DepEd MEMORANDUM  
No. **032**, s. 2024

**ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2024–2025**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
State/Local Universities and Colleges Heads  
Philippine Schools Overseas Heads  
All Others Concerned

1. This Memorandum is issued to inform and provide guidance to all public schools and community learning centers (CLCs) on the enrollment procedures and protocols for School Year (SY) 2024–2025.
2. Consistent with DepEd Order (DO) No. 003, s. 2024 titled Amendment to DepEd Order No. 022, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023–2024), SY 2024–2025 shall start on July 29, 2024. Hence, the Department of Education (DepEd) announces the conduct of enrollment in all public schools from **July 3 to 26, 2024**.
3. Enrollment in public elementary and secondary schools, including CLCs, shall be conducted through any of the following options:
  - a. In-person Enrollment;
  - b. Remote Enrollment (short messaging services [SMS] or any messaging applications, or email using the school's official numbers/accounts or email addresses, among others); and
  - c. Dropbox Enrollment (located in schools, *barangay* halls near the school).
4. Private schools, state/local universities and colleges (SUCs/LUCs), and Philippine Schools Overseas (PSOs) offering basic education may adopt their own enrollment procedures consistent with their charters/school manuals and applicable DepEd policies. They shall report their official enrollment through their respective schools division offices **on or before July 22, 2024**. In the case of PSOs, their official enrollment shall be submitted to the Private Education Office (PEO).
5. The Basic Education Enrollment Form (Enclosure No. 1) shall be required for all public elementary and secondary schools for incoming Kindergarten, Grades 1, 7, and 11 enrollees, and transferees while a Confirmation Slip (Enclosure No. 2) shall be required for Grades 2–6, Grades 8–10, and Grade 12 enrollees to confirm their enrollment.

6. The Modified Alternative Learning System (ALS) Enrollment Form (Enclosure No. 3) shall be required for all ALS enrollees.

7. The documentary and eligibility requirements stipulated in DO 03, s. 2018 (Basic Education Enrollment Policy) shall remain in effect and shall be submitted **until October 31, 2024**. It is reiterated that in the absence of a Philippine Statistics Authority (PSA) Birth Certificate, the Birth Certificate (late registration) from the local civil registrar or a *Barangay* Certification containing the basic information of the child such as (a) name of the child (first name, middle name, last name); (b) name of parents; (c) date of birth; and (d) sex, may be submitted.

8. All public elementary and secondary schools shall strictly adhere to DO 19, s. 2008 (Implementation of No Collection Policy in All Public Elementary and Secondary Schools) regarding the authorized but voluntary fee collections. No payment collections shall be made as pre-requisite for the enrollment of learners particularly in the public schools.

9. Authorities of public and private schools are instructed to strictly enforced and implement the Kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).

10. On the transmission of school records, only school's authorized personnel shall transmit the learners' records. Schools shall not compel learners and/or their parents/legal guardians to take responsibility in the transmission of learners' records.

11. 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/legal guardians of prospective learners to enroll their school-aged children for SY 2024–2025.

12. 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 email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph), and the **Office the Assistant Secretary for Operations-Field Operations** at [asec.ops@deped.gov.ph](mailto:asec.ops@deped.gov.ph).

13. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



**NOLASCO A. MEMPIN**  
Undersecretary

Encls.:

As stated

References:

DepEd Order (Nos. 003, s. 2024; 20 and 03, s. 2018; and 19 s. 2008)  
DepEd Memorandum No. 043, s. 2023

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To be indicated in the Perpetual Index  
under the following subjects:

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

JDMC/APA/MPC, DM Enrollment Guidelines for SY 2024-2025  
0142 - April 30/May 10, 2024



**BASIC EDUCATION ENROLLMENT FORM**  
THIS FORM IS NOT FOR SALE

**Instructions:** Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

1. School Year     -

Learner Reference No. (LRN)? If applicable:

2. Grade Level to Enroll:

Graded, specify Grade Level

Non-Graded (For Special Needs Education (SNEd) Only)

**3. Learner's Personal Information**

PSA Birth Certificate No. (If available upon registration)		_____	
Last Name		Birthdate (mm/dd/yyyy)	
<input type="text"/>		<input type="text"/>	
First Name		Age Sex	
<input type="text"/>		<input type="text"/> <input type="checkbox"/> Male <input type="checkbox"/> Female	
Middle Name		Place of Birth (Municipality/City)	
<input type="text"/>		<input type="text"/>	
Extension Name e.g. Jr., III (If applicable)		Religion	
<input type="text"/>		<input type="text"/>	
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?		Mother Tongue	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: _____		<input type="text"/>	
Is your family a beneficiary of 4Ps? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please write the 4Ps Household ID Number			
<input type="text"/>			
Current Address			
House No.	Sitio/Street Name	Barangay	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Municipality/City	Province	Country	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Address Same with your Current Address? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, proceed to item 4			
House No.	Sitio/Street Name	Barangay	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Municipality/City	Province	Country	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**4. Parent's/Guardian's Information**

Father's Name			
Last Name	First Name	Middle Name	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Maiden Name			
Last Name	First Name	Middle Name	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Guardian's Name			
Last Name	First Name	Middle Name	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**5. Is the Learner under the Special Needs Education Program?**  Yes  No

If Yes, check only 1, either from a1 or a2

**a1. With Diagnosis from Licensed Medical Specialist:**

<input type="checkbox"/> Attention Deficit Hyperactivity Disorder	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Special Health Problem/Chronic Disease
<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Cancer <input type="checkbox"/> Non-Cancer
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Multiple Disabilities	<input type="checkbox"/> Visual Impairment
<input type="checkbox"/> Emotional-Behavior Disorder	<input type="checkbox"/> Orthopedic/Physical Handicap	<input type="checkbox"/> Blind <input type="checkbox"/> Low Vision
<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Speech/Language Disorder	

**a2. With Manifestations**

<input type="checkbox"/> Difficulty in Applying Knowledge	<input type="checkbox"/> Difficulty in Mobility (Walking, Climbing and Grasping)
<input type="checkbox"/> Difficulty in Communicating	<input type="checkbox"/> Difficulty in Performing Adaptive Skills (Self-Care)
<input type="checkbox"/> Difficulty in Displaying Interpersonal Behavior (Emotional and Behavioral)	<input type="checkbox"/> Difficulty in Remembering, Concentrating, Paying Attention and Understanding
<input type="checkbox"/> Difficulty in Hearing	<input type="checkbox"/> Difficulty in Seeing

**b. Does the Learner have a PWD ID?**  Yes  No

**6. 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 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**7. For Learner in Senior High School**

Semester <input type="checkbox"/> 1st <input type="checkbox"/> 2nd
Track:
Strand:

**8. If the school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?**

Check all that applies:			
<input type="checkbox"/> Blended (Combination)	<input type="checkbox"/> Homeschooling	<input type="checkbox"/> Modular (Print)	<input type="checkbox"/> Radio-Based Television
<input type="checkbox"/> Educational Television	<input type="checkbox"/> Modular (Digital)	<input type="checkbox"/> Online	


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

*Handwritten mark*


 Department of Education  
Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
School ID: \_\_\_\_\_  
School Name: \_\_\_\_\_

**CONFIRMATION SLIP**

NAME: \_\_\_\_\_  
LRN: \_\_\_\_\_  
GRADE LEVEL: \_\_\_\_\_

CONFIRMATION OF ENROLLMENT IN THE SCHOOL:  YES  NO

\_\_\_\_\_  
Signature over Printed Name of Parent/Legal Guardian


 Department of Education  
Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
School ID: \_\_\_\_\_  
School Name: \_\_\_\_\_

**CONFIRMATION SLIP**

NAME: \_\_\_\_\_  
LRN: \_\_\_\_\_  
GRADE LEVEL: \_\_\_\_\_

CONFIRMATION OF ENROLLMENT IN THE SCHOOL:  YES  NO

\_\_\_\_\_  
Signature over Printed Name of Parent/Legal Guardian


 Department of Education  
Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
School ID: \_\_\_\_\_  
School Name: \_\_\_\_\_

**CONFIRMATION SLIP**

NAME: \_\_\_\_\_  
LRN: \_\_\_\_\_  
GRADE LEVEL: \_\_\_\_\_

CONFIRMATION OF ENROLLMENT IN THE SCHOOL:  YES  NO

\_\_\_\_\_  
Signature over Printed Name of Parent/Legal Guardian

 Department of Education  
Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
School ID: \_\_\_\_\_  
School Name: \_\_\_\_\_

**CONFIRMATION SLIP**

NAME: \_\_\_\_\_  
LRN: \_\_\_\_\_  
GRADE LEVEL: \_\_\_\_\_

CONFIRMATION OF ENROLLMENT IN THE SCHOOL:  YES  NO

\_\_\_\_\_  
Signature over Printed Name of Parent/Legal Guardian



**MODIFIED ALS ENROLLMENT FORM**  
**(AF2) Learner's Basic Profile**  
THIS FORM IS NOT FOR SALE.



**Instructions:** Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/ALS Teacher/Community ALS Implementor/Learning Facilitator. Use black or blue pen only.

Date: (mm/dd/yyyy)

		/			/						
--	--	---	--	--	---	--	--	--	--	--	--

Learner Reference No. (LRN)? If available:

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

**1. Learner's Personal Information**

Last Name		Birthdate (mm/dd/yyyy)																																									
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First Name		Age	Sex																																								
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Civil Status																																											
<input type="checkbox"/> Single <input type="checkbox"/> Married																																											
<input type="checkbox"/> Separated <input type="checkbox"/> Widow/er																																											
<input type="checkbox"/> Solo Parent																																											
Current Address																																											
House No.	Sitio/Street Name	Barangay																																									
Municipality/City	Province	Country	Zip Code																																								
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**2. Parent's/Guardian's Information**

Father's Name			
Last Name	First Name	Middle Name	Occupation
Mother's Maiden Name			
Last Name	First Name	Middle Name	Occupation
Legal Guardian's Name			
Last Name	First Name	Middle Name	Occupation

8