



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division  
Superintendent

August 6, 2023

**DIVISION MEMORANDUM**

No. 450 s. 2023

**DISSEMINATION OF DEPED MEMORANDUM NO. 043, S.2023**  
**RE: GUIDANCE ON THE CONDUCT OF ENROLLMENT FOR THE SCHOOL**  
**YEAR 2023-2024**

To: Assistant Schools Division Superintendent  
Curriculum Implementation Division Chief  
Schools Governance and Operations Division Chief  
Public Schools District Supervisors  
Public and Private Elementary and Secondary Schools Administrators  
ALS Coordinators of Community Learning Centers  
All Others Concerned

1. This Office hereby disseminates DepEd Memorandum No. 043 s. 2023 entitled "**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. For the conduct of enrollment for SY 2023-2024, DepEd adopts the guidelines stipulated in DepEd Order No. 35 s. 2022. Enclosed is a copy of the said guidelines for your reference.

3. Immediate dissemination of and strict compliance with this Memorandum is directed.

**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

Encls.: As stated

References: DepEd Order 022, s.2023

To be indicated in the Perpetual Index  
under the following subjects:  
SCHOOL CALENDAR      BASIC EDUCATION

SGOD\_ELG



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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**

ASDS' OFFICE  
RECEIVED

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

rec'd  
8/8/2023  
9:36 AM N

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).



### 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



### III. Definition of Terms

For the purpose of this policy, the following terms are defined and understood as follows:

- a. **ALS Enrollment Focal Person (AEFP)** – ALS teacher designated by the School Head as in-charge of receiving the ALS enrollment form and responding to queries related to ALS in schools offering ALS
- b. **Balik-Aral Learner** – a learner who went back to school and resumed study after year/s of dropping out or discontinuing study.
- c. **Date of First Attendance (DOFA)** – refers to the date of Learner's first attendance in class or learning session.
- d. **Dropbox Enrollment** – type of remote enrollment strategy where parents/legal guardians may just drop the accomplished Enhanced Basic Education Enrollment Form (Enhanced BEEF) in the enrollment dropbox or kiosk/booth, whichever is appropriate, located in front of the school gate, in front of the Barangay halls and other strategic locations that are accessible to parents/legal guardians.
- e. **Grade Level Enrollment Chair (GLEC)** – personnel assigned to manage and facilitate a smooth enrollment process for a specific grade level, particularly in medium and big schools.
- f. **In-person Classes** – a mode of instruction wherein learners and/or teachers are physically interacting in the classroom/learning centers.
- g. **Enhanced Basic Education Enrollment Form (Enhanced BEEF)** – the official enrollment form for basic education, which will be used to register learners for the school year. This form is not subject to any modification since it is the national standard form.
- h. **Modified ALS Form 2 (ALS Enrollment Form)** – a basic information sheet of individuals who signified interest to enroll in ALS Program.
- i. **Remote enrollment** – a process of registering learners conducted without face-to-face interaction.
- j. **School Enrollment Focal Person (SEFP)** – personnel designated by the school to oversee the overall conduct of enrollment and shall receive all Enhanced Enrollment Forms submitted by parents/legal guardians.

### IV. Policy Statement

The herein guidelines shall provide a range of options relating to the enrollment of learners for all public schools in basic education and ALS programs nationwide for SY 2022-2023. It will seek to ensure continued access to learning opportunities through the conduct of an enrollment process that is efficient, safe, and in line with minimum health and safety standards.

### V. Enrollment Procedures

Enrollment for  shall primarily be administered through the following:

- 1) **In-person enrollment.** This may be done in the schools where parents and/or learners can physically process the enrollment while observing **minimum health and**

**safety standards** (i.e., wearing of facemask, temperature checks upon entry, availability of alcohols, and physical distance).

2) **Remote enrollment.** This can be facilitated by fillig out of the digital forms and sending it through the official email address of the school or through any of the available messaging platforms provided by the school.

3) **Enrollment through dropbox forms.** Parents/legal guardians or the learners may fill out the forms in their homes and physically submit it through dropboxes in the schools where the learners are to be enrolled. Alternatively, schools may establish a dropbox in front of the school, in every Barangay Hall, or in any other visible location where parents and legal guardians can get the printed copy of the BEEF and submit the filled up Form in the same dropbox.

The School Enrollment Focal Person (SEFP) shall receive all submitted enrollment forms and turn them over to grade level coordinators (if applicable), who shall then distribute them to prospective advisers. Prospective advisers shall encode the Enhanced BEEF (see Annex I) in the LIS Beginning of School Year (BOSY) Facility and register the DOFA of the learner.

### **Specific Instructions to Parents/Legal Guardians and Enrollees**

#### *1. For in-person enrollment*

The parents or legal guardians of Kindergarten, Grade 7, and Grade 11 learners shall communicate/reaffirm their intent to enroll their children to a school of their choice via physical enrollment and submission of the Enhanced BEEF. Learners may also enroll themselves, provided that their Enhanced BEEF are signed by their parent or legal guardian.

Grades 1 to 6, Grades 8 to 10, and Grade 12 learners who have existing accounts in the LIS (i.e., have Learner Reference Numbers [LRNs]) will still need to update their information by filling out the Enhanced BEEF. It is the responsibility of the concerned school personnel to ensure that the updated information is reflected in the LIS.

#### *2. For remote enrollment (email or any available messgaing platform by the school)*

Schools shall make the Enhanced BEEF available both in digital and print format. The digital format of the Enhanced BEEF shall be made accessible/downloadable from the websites of the Central Office, Regional Offices (ROs), Schools Division Offices (SDOs) and Schools. It shall also be made available in the LIS Support page. Filled-up digital copy of the BEEF shall be submitted through the official email address of the school which shall be made available by the school authorities or through available messaging platforms by the school.

#### *3. For Enrollment using dropboxes*

Alternatively, schools may establish a dropbox in front of the school, in every Barangay Hall, or in any other visible location where parents and legal guardians can get the printed copy of the BEEF and submit the filled up Form in the same dropbox.

ROs and SDOs shall maintain or activate hotlines that they established during the last year's enrollment period. They can also set up other communication lines that are dedicated for Oplan Balik Eskwela which will help in disseminating information and responding to queries regarding enrollment procedures.

#### 4. For ALS enrollees

ALS enrollees may communicate their intent to enroll via digital and/or physical enrollment platforms established by schools and barangays with community learning centers (CLCs). Modified ALS Form 2 (*Annex 2*) shall be used for this purpose. This form will be made available in digital and physical format. The summary of the ALS enrollment shall be submitted by each mobile teacher to the Education Program Specialist for ALS (EPSA).

### A. Protocol for Enhanced General Enrollment

This section guides teachers and school administrators in determining how to implement the enhanced general enrollment and provides procedures under major stages in this process—pre-data collection, data collection, and data retrieval.

#### 1. Pre-Data Collection

##### a. Designate School Enrollment Focal Person (SEFP), Grade Level Enrollment Chair (GLEC) and ALS Enrollment Focal Person (AEFP)

School heads shall designate an SEFP who will oversee the overall conduct of enrollment in the school, whether in-person or remote. For schools with a higher capacity to accept enrollees, a GLEC may be designated by the school head to facilitate the smooth implementation of enrollment procedures in their respective grade levels. The GLEC shall receive all Enhanced BEEFs and turn them over to prospective class advisers.

All schools are directed to receive all accomplished ALS enrollment forms in their locality. School heads may designate an AEFP, particularly in schools hosting a school-based ALS class. The designated AEFP shall receive all accomplished ALS enrollment forms and shall coordinate with their Division ALS Focal Person in processing the ALS enrollment Forms.

##### b. Deadline for submission of documentary requirements

The deadline for the submission of documentary requirements under Section V-A of DO No. 03, s. 2018 shall be on **October 31, 2022** for both public and private schools.

Only schools and their personnel shall transmit the learners' records, whether internally (e.g. between a learner's previous and incoming class advisers) or externally (i.e. between schools). **Schools shall not compel learners and/or their parents/legal guardians to take responsibility in the transmission of school records.** This is in accordance with DepEd Order No. 54, s. 2016 (Guidelines on the Request and Transfer of Learner's School Records).

**c. Option to transmit electronic format/scanned copy of credential document for specific grade levels**

For Grade 6 graduates and Grade 10 completers who already enrolled in Grade 7 and Grade 11, respectively, transmission of the scanned copy of Form 137/SF10, together with other supporting or attached document to the receiving school is an option, provided that the request was made thru LIS portal – Tracking/Transfer facility, as instructed in DepEd Order 54, s. 2016 (Guidelines on the Request and Transfer of Learner's School Records)The school official email (schoolid@deped.gov.ph) shall be used in the sending/receiving of the records by both schools. The option to transmit the scanned credentials/documents through the official email, instead of sending the hard copies of the documents, is also applicable for kindergarten completers who opted to transfer and enroll to Grade 1 in another school. ALS Teachers may also use this option in sending electronic/scanned copies of Portfolio Assessment Passer Certificate for Elementary and Junior HS completers who enrolled in Grade 7 and Grade 11, respectively.

The school/ALS Teacher who receives the scanned copy of document is hereby reminded that **there is no need** for the originating school to compel the submission of the physical copies of the said requirements.

**d. Disseminate information on enrollment procedures**

The DepEd shall disseminate the information on the enrollment procedures to the public through print, social media, radio, and television. Schools shall publish the contact number of schools and/or designated teachers for queries and enrollment procedures.

Parents, legal guardians, and learners may access and download the Enhanced BEEF at the DepEd website or obtain copies of it from the school upon enrollment. While teachers may also download the said form from the Learner Information System (LIS).

**e. Encourage stakeholder participation**

The Active participation of stakeholders is crucial to the success of the enrollment process. DepEd shall exhaust all available means to engage stakeholders from information dissemination to the actual conduct of the enrollment.

Parents/legal guardians shall be encouraged to proactively communicate with school authorities during the enrollment period.

**2. Data collection and Reporting**

Learners and/or their parents/legal guardians shall use printed Enhanced BEEFs as the main document for enrollment in their school of choice. However, schools may also adopt various means in the collection of Enhanced BEEFs.

**a. Establishment of digital and physical platforms**

Schools shall provide specific instructions to guide the submission of the Enhanced BEEF by the parents/legal guardians of prospective enrollees, especially transferees, kindergarten, Balik-Aral and ALS learners who obtained it from enrollment booths/kiosks.

#### **b. Enrollment Quick Count Reporting**

There will be a daily reporting of enrollment count and summary result of Enhanced BEEF and ALS Modified AF-2 from the start of enrollment period until one month after the opening of classes using the Quick Count Facility in LIS. Instruction and system tutorial guide will be made available through the LIS support tab.

#### **c. LIS Encoding**

##### **c.1. Enrollment and Tracking in LIS**

Following the same process in updating the enrollment status of learners at the Beginning of School Year (BOSY Encoding), the enrollment status of learners in the school's registry shall be updated based on their SF 9 (Learner Progress Report Card).

For this purpose, the class adviser shall encode collected learner data from the Enhanced BEEF in the LIS.

Public and private schools shall start their encoding/updating of Enhanced BEEF data in the LIS BOSY module starting the first week of opening of classes. All schools are directed to enroll all of their learners who are attending classes.

##### **c.2. Transferred Out from Private School with Unsettled Financial Obligation**

For learners who moved/transferred out from Private Schools but still have outstanding financial obligations, the receiving public school is instructed to accommodate the learner and assist the parent in the execution of an affidavit of undertaking, as stipulated in DO No. 03, s. 2018. The originating Private School, within thirty (30) calendar days upon receipt of electronic notification of transfer through LIS Portal – Tracking/Transfer Facility, 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 learner is just Temporarily Enrolled in the current school, consistent with Section V-C of DO No. 03, s. 2018 which states that such learners *“shall be required to submit an Affidavit of Undertaking, signed by parent/guardian in order to be temporarily enrolled”*.

To ensure timely and accurate reporting of learner's movement from one school to another, the Division LIS System Administrator or the Division Planning Officer is reminded to monitor compliance of private & public schools concerned and maintain proper utilization of LIS particularly, the Tracking System which is intended to monitor the physical transfer of learners. Any malicious intent/misutilization of LIS Tracking System



that result in delays or in pending transfer transactions between schools shall be reported to the Office of the Schools Division Superintendent for appropriate action, in relation to DepEd Order 14, s. 2016.

**c.3. Transfer From ALS Program to Formal**

The class adviser is directed to enroll the learners in LIS as soon as the latter starts attending classes. Enrollment eligibility and presentation of supporting documents as stipulated in DepEd Order 3, 2018 is still applicable, except for enrollment that requires ALS A&E Certificate, Portfolio Assessment Certificate shall be used for SY 2022-2023.

**c.4. Transfer From Formal to ALS Program or From ALS CLC to another CLC**

The ALS Teachers shall encode the learner's information in the LIS using the duly accomplished and signed Modified ALS Form 2 with supporting documents establishing the identity of the learner.

**c.5 Data retrieval**

The Central Office (CO) shall retrieve new data pertaining to the Enhanced BEEF from the LIS and process the results. ROs and SDOs shall also be given access and provide monitoring dashboard keep an update to the new data and the processed results in the Quick Count Facility.

## B. Functions and Responsibilities

The table below shows the functions and responsibilities of each governance level during the key stages of the enrollment process.

<b>Governance Level</b>	<b>Pre-Data Collection</b>	<b>Data Collection</b>	<b>Data Retrieval</b>
Central Office: <i>PS-EMISD</i> <i>ICTS-USD</i>	<u>Policy and planning</u> <ul style="list-style-type: none"> <li>• Issue guidelines on enrollment procedures</li> </ul> <u>Data and resource management</u> <ul style="list-style-type: none"> <li>• Design the Enhanced BEEF and offline encoding for data collection</li> <li>• Modify LIS to accommodate new data requirements</li> </ul> <u>Communication</u> <ul style="list-style-type: none"> <li>• Provide information materials on the enrollment procedures</li> <li>• Disseminate information on the enrollment</li> </ul>	<u>Monitoring</u> <ul style="list-style-type: none"> <li>• Monitor data encoding in the system</li> </ul> <u>Support and assistance</u> <ul style="list-style-type: none"> <li>• Provide necessary support and assistance to the field</li> </ul>	<u>Analysis and evaluation</u> <ul style="list-style-type: none"> <li>• Retrieve necessary data from the LIS</li> <li>• Process results from the Enhanced BEEF</li> <li>• Assess how these results may inform related policies and programs</li> <li>• Prepare regular enrollment updates for public consumption</li> </ul>
Regional Office: <i>Policy, Planning, and Research Division (PPRD)</i> <i>Quality Assurance Division (QAD)</i>	<u>Policy and planning</u> <ul style="list-style-type: none"> <li>• Issue regional policy document echoing national policy as necessary</li> </ul> <u>Communication</u> <ul style="list-style-type: none"> <li>• Disseminate information on the enrollment</li> </ul>	<u>Monitoring</u> <ul style="list-style-type: none"> <li>• Monitor data collection and encoding in the system</li> </ul> <u>Support and assistance</u> <ul style="list-style-type: none"> <li>• Provide support and assistance to SDOs</li> </ul>	<u>Analysis and evaluation</u> <ul style="list-style-type: none"> <li>• Access summary of results from the Enhanced BEEF</li> <li>• Assess the implications of results on learning delivery</li> <li>• Prepare regular regional enrollment updates for public consumption</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct orientation on the enrollment procedures</li> </ul>		
<p>Schools Division Office</p> <p><i>School Governance</i> <i>Operations Division (SGOD)</i></p>	<p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Print enrollment form and excel template for data collection</li> </ul> <p><u>Coordination and linkages</u></p> <ul style="list-style-type: none"> <li>• Coordinate with the LGU on the conduct of enrollment</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>• Disseminate information on the enrollment</li> <li>• Conduct orientation on the enrollment procedures</li> </ul>	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> <li>• Monitor data collection and encoding in the system</li> </ul> <p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Provide support and assistance to schools/CLCs</li> </ul>	<p><u>Analysis and evaluation</u></p> <ul style="list-style-type: none"> <li>• Access summary of results from the Enhanced BEEF</li> <li>• Assess the implications of results on learning delivery.</li> <li>• Prepare regular SDO level enrollment updates for public consumption</li> </ul>
School/CLC	<p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Ensure that all teachers have facility and assistance in data collection and LIS encodings</li> </ul> <p><u>Coordination and linkages</u></p> <ul style="list-style-type: none"> <li>• Coordinate with the LGU on the conduct of enrollment</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>• Disseminate information on the enrollment especially to parents/legal guardians</li> </ul>	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> <li>• Monitor data collection and encoding in the system</li> </ul> <p><u>Technical support</u></p> <ul style="list-style-type: none"> <li>• Provide support to teachers during data collection and encoding</li> </ul> <p><u>Accountability</u></p> <ul style="list-style-type: none"> <li>• School Head shall be responsible for the accuracy of data inputted on both LIS Data Quick Count and LIS BOSY facilities</li> </ul>	<p><u>Analysis and evaluation</u></p> <ul style="list-style-type: none"> <li>• Assess summary of results from the Enhanced BEEF</li> <li>• Assess how these results may affect the learning delivery.</li> <li>• Prepare regular community enrollment updates for public consumption</li> </ul>

## **VI. Data Privacy**

1. Schools shall properly dispose of accomplished enrollment forms after the BOSY encoding in the LIS, by using a shredder or any similar means that will ensure that the information of the learners will not be identified.
2. The Data Protection Officer shall ensure DepEd's compliance with the requirements of the Data Privacy Act during the enrollment process. The said officer may issue further guidelines as necessary.
3. Regional Directors, Schools Division Superintendents, and School Heads shall act as Data Compliance Officers at their respective levels of governance and ensure the protection of collected personal information. They may use the results of the enrollment to plan and develop interventions for their respective jurisdictions consistent with the requirements of the Data Privacy Act.
4. The Planning Service (PS) shall process the results of the enrollment for policy and program development purposes consistent with the requirements of the Data Privacy Act.

## **VII. Monitoring and Evaluation**

The Planning Service (PS) through the Education Management Information System Division (EMISD) in the Central Office; the Policy, Planning, and Research Division (PPRD) and Quality Assurance Division (QAD) in ROs; and the School Governance Operations Division (SGOD) in SDOs shall conduct monitoring, provide technical assistance, and gather issues, best practices, and feedback, and facilitate timely submission of the enrollment update.

The PS-EMISD shall continuously gather feedback on the implementation of this policy from all concerned internal and external stakeholders. It shall conduct a periodic policy review to further enhance its relevance to the priorities and thrusts of the agency.

Furthermore, all stakeholders, particularly parents/legal guardians, are encouraged to provide feedback relative to the implementation of these enrollment guidelines to [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

## **VIII. Effectivity**

- IX. This DepEd Order shall take effect immediately upon issuance and publication on the DepEd website and shall be registered with the Office of the National Administrative Register (ONAR).

## **X. Repealing Clause**

All decrees, orders, instructions, rules, regulations, or parts thereof which are inconsistent with this Department Order are hereby deemed repealed or modified accordingly.

## **XI. References**

**DepEd Order No. 03, s. 2018** - Basic Education Enrollment Policy

**DepEd Order No. 58, s. 2017** – Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Standardization of Permanent Records

**DepEd Order No. 54, s. 2016** - Guidelines on the Request and Transfer of Learner's School Records

**DepEd Order No. 14, s. 2016** - Updating of Learner Profiles for End of School Year (EOSY) 2015 -2016 on the Learner Information System (LIS)