



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

June 28, 2024

**REGIONAL MEMORANDUM**

No. 658, s. 2024

**To:** Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

**CONDUCT OF ONLINE ORIENTATION FOR THE ENROLMENT  
GUIDELINES FOR SCHOOL YEAR 2024-2025**

1. This is in reference to the attached DepEd Memorandum No. 032, s. 2024 dated June 25, 2024 signed by Undersecretary Nolasco A. Mempin relative to the Enrolment Guidelines for School 2024-2025, contents of which are self-explanatory, for information and appropriate action.
2. In view thereof, this Office reiterates the provisions of the said issuance highlighting paragraph 2 and 4 **“the conduct of enrolment in all public schools for July 3 to July 26, 2024”** and **“the official enrolment data for private schools shall be reported to their respective Schools Division Offices on or before July 22, 2024 while in the case of PSOs their enrolment shall be submitted to the Philippine Education Office (PEO)”**.
3. In addition, the Policy, Planning, and Research Division (PPRD) of this Region, in collaboration with Planning Service-Education Management Information System Division, will hold the above-mentioned subject on July 2, 2024, at 9:00 AM via this link: **<https://bit.ly/EnrolmentGuidelines>** using their DepEd account.
4. The objectives of this activity are to introduce the enrollment guidelines for SY 2024-2025 and to present the data collection tool that will be used for daily enrollment reports.
5. Public elementary and secondary school heads from 16 Schools Division Offices, SGOD EPSs, PSDSs, Planning Officers, and SGOD Chiefs are the expected participants of this online orientation. All principals of private elementary and secondary schools will have access to a video recording of this activity in their respective SDOs.
6. For additional information on the aforementioned activity, please contact the Policy, Planning, and Research Division via this email: [pprd.ncr@deped.gov.ph](mailto:pprd.ncr@deped.gov.ph).
7. Immediate dissemination and compliance with this Memorandum is desired.

**JOCELYN DR ANDAYA**  
Director IV

Encl.: As stated



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1





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

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 <input type="text"/>	Birthdate (mm/dd/yyyy) <input type="text"/> / <input type="text"/> / <input type="text"/>
First Name <input type="text"/>	Age <input type="text"/> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Middle Name <input type="text"/>	Place of Birth (Municipality/City) <input type="text"/>
Extension Name e.g. Jr., III (If applicable) <input type="text"/>	Religion <input type="text"/>
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: _____	Mother Tongue <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	
Municipality/City	Province
Country	Zip Code
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	
Municipality/City	Province
Country	Zip Code

**4. 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

**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)

		/			/						
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Learner Reference No. (LRN)? If available:

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#### 1. Learner's Personal Information

Last Name						Birthdate (mm/dd/yyyy)																													
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First Name						Age		Sex																											
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Middle Name						Place of Birth (Municipality/City)																													
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Extension Name e.g. Jr., III (If applicable)			Contact Number/s			Religion																													
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Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?						Mother Tongue																													
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: _____						<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																													
Is your family a beneficiary of 4Ps? <input type="checkbox"/> Yes <input type="checkbox"/> No						Civil Status																													
If Yes, please write the 4Ps Household ID Number						<input type="checkbox"/> Single <input type="checkbox"/> Married																													
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<input type="checkbox"/> Solo Parent																																			
Current Address																																			
House No.			Sitio/Street Name			Barangay																													
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#### 2. Parent's/Guardian's Information

Father's Name																											
Last Name	First Name	Middle Name	Occupation																								
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Mother's Maiden Name																											
Last Name	First Name	Middle Name	Occupation																								
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Legal Guardian's Name																											
Last Name	First Name	Middle Name	Occupation																								
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8



a. Is the Learner PWD?  Yes  No

If Yes, specify the type of disability

<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	

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

**3. Educational Information**

Last grade level completed (Check only if applicable)								
ELEMENTARY				JUNIOR HIGH SCHOOL			SENIOR HIGH SCHOOL	
<input type="checkbox"/> Kinder	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 11		
	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 10			

<p>Why did you not attend/complete schooling (For OSY only)</p> <p><input type="checkbox"/> No school in barangay</p> <p><input type="checkbox"/> School too far from home</p> <p><input type="checkbox"/> Needed to help family</p> <p><input type="checkbox"/> Unable to pay for miscellaneous and other expenses</p> <p><input type="checkbox"/> Others: (Pls specify) _____</p>	<p>Have you attended ALS learning sessions before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, check the appropriate program:</p> <p><input type="checkbox"/> Basic Literacy <input type="checkbox"/> A&amp;E Secondary</p> <p><input type="checkbox"/> A&amp;E Elementary <input type="checkbox"/> ALS SHS</p> <p>Have you completed the program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, state the reason: _____</p>
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**4. Accessibility and Availability of CLC**

1. How far is your home to your Learning Center? in kms \_\_\_\_\_ in hours and mins. \_\_\_\_\_

2. How do you get from your home to your Learning Center?

Walking  Motorcycle  Bicycle  Others (Please specify) \_\_\_\_\_

3. Please provide the specific day and time you can be at your Learning Center.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**5. If the school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for the learner:**

Check all that applies:

Blended (Combination)  Homeschooling  Modular (Print)  Radio-Based Television

Educational Television  Modular (Digital)  Online

I hereby certify that the information provided above is true and accurate to the best of my knowledge. I authorize the Department of Education to utilize the details specified above for the purpose of creating and/or updating his/her 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 and Date

\_\_\_\_\_  
ALS Teacher/Community ALS Implementor/Learning Facilitator  
Signature over Printed Name and Date