Republic of the Philippines
Department of Education

JUN 13 2025

DepEd ORDER
No. 017, s. 2025

REVISED BASIC EDUCATION ENROLLMENT POLICY

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Revised Basic Education Enrollment Policy** for school year (SY) 2025–2026 and the subsequent SYs thereafter, to provide an efficient and inclusive enrollment process in public and private schools and Alternative Learning System (ALS) community learning centers (CLCs).

2. This Order aims to provide the standards and guidelines for enrollment in basic education, where all types of learners, whether school-age, out-of-school children, youth, and adults (OSCYA) shall be accepted in any basic education institution for formal or nonformal education nationwide upon presentation of the minimum documentary requirements.

3. This Order repeals DepEd Order No. 03, s. 2018 titled Basic Education Enrollment Policy. All other related issuances inconsistent with this Order are repealed, rescinded, or modified accordingly.

4. This Order shall take effect upon its approval, issuance, and 15 days after its publication in the Official Gazette or a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

5. For further information, please contact the **Policy and Planning Service** or the **Office of the Undersecretary for Operations**, both located at the Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through the following:

Policy and Planning Service
Email Address: ps.od@deped.gov.ph
Telephone Number: (02) 8687-2744

Office of the Undersecretary for Operations
Email Address: ouops@deped.gov.ph
Telephone Numbers: (02) 8631-8492, 8633-5313, or 8633-7242

6. Immediate dissemination of and strict compliance with this Order is directed.

[redacted]

SONNY ANGARA
Secretary

Encl.:
As stated

Reference:
DepEd Order (No. 03, s. 2018)

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

ADMISSION
ALTERNATIVE LEARNING SYSTEM
BASIC EDUCATION
ENROLLMENT
KINDERGARTEN
LEARNERS
POLICY
REQUIREMENTS
SCHOOLS

JDMC, MPC, DO Revised Basic Education Enrollment Policy
0214 – June 12, 2025

(Enclosure to DepEd Order No. 017 , s. 2025)

REVISED BASIC EDUCATION ENROLLMENT POLICY

I. RATIONALE

The Department of Education (DepEd), in fulfilling its constitutional mandate to provide quality and accessible basic education, has established and institutionalized a Basic Education Enrollment Policy that promotes inclusive access for learners with diverse needs and backgrounds. The aforementioned policy was issued to harmonize various enacted laws and policies.

However, implementation and policy issues have been plaguing the enrollment process, specifically issues with the collection and management of enrollment data, compromising the protection of learners' personal information, and issues with the documentary requirements. These problems ranged from learners not being registered after birth, learners losing their school records, schools losing learner documentary requirements due to disasters destroying the schools, and returning learners with a substantial gap in their educational history.

To address the gaps and further streamline the established processes within the Department, there is a pressing need for the alignment of enrollment processes and requirements with pertinent laws. These laws include the Republic Act (R.A.) No. 11909, otherwise known as the "Permanent Validity of the Certificates of Live Birth, Death, and Marriage Act." R.A. No. 11510, otherwise known as the "Alternative Learning Systems Act," and R.A. No. 10173, otherwise known as the "Data Privacy Act of 2012." Thus, this Order is issued to consolidate the various issuances on enrollment and institutionalize a basic education enrollment process to reinforce access to quality basic education.

II. POLICY STATEMENT

This Order establishes the standards and guidelines for enrollment in basic education, which ensure that all types of learners, whether school-age, out-of-school children in special cases, youth, and adults (OSCYA), shall be accepted in any public and private schools, both for formal and nonformal education, nationwide.

Further, this Order hereby allows submission of basic documentary requirements for enrollment in any public schools, and Alternative Learning System (ALS) community learning centers (CLCs), and in DepEd-recognized private schools, including state and local universities and colleges (SUCs/LUCs) offering basic education. Further, admission to

private schools and SUCs/LUCs shall satisfy other conditions that these institutions may require.

III. SCOPE OF THE POLICY

This Order shall provide guidance to school heads, the school's teaching and non-teaching personnel, parents/ legal guardians, and learners in the public and private schools regarding the enrollment process, eligibility, and documentary requirements in the registration, tagging, and enrollment-recording protocols. Further, this Order guides DepEd offices across governance levels in the implementation of enrollment policy, including the reiteration of no collection of fees and in accordance with R.A. No. 10173, its Implementing Rules and Regulations, and the National Privacy Commission's issuances on data privacy.

The procedures and standards set forth under these guidelines shall be adopted by all public and private schools in basic education, including ALS.

These guidelines shall apply starting SY 2025 – 2026 and years after.

IV. DEFINITION OF TERMS

For purposes of this Order, the following terms are defined and understood as follows:

a. **Balik—Aral learner** refers to a learner who went back to school and resumed study after at least a year/s of dropping out or discontinuing study.

b. **Basic Literacy Program** refers to a program component of ALS that is aimed at eradicating illiteracy among out-of-school children in special cases and adults by developing basic literacy skills of reading, writing, numeracy, and simple comprehension.

c. **Dropbox Enrollment** refers to a type of remote enrollment strategy where parents/legal guardians may just drop the accomplished Basic Education Enrollment Form in the enrollment drop box 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.

d. **Early registration** refers to the pre-registration of incoming Kindergarten, Grades 1, 7, 11, ALS and SNED learners which takes place prior to the opening of classes.

e. **Enrollment** refers to the act of registering the learner in any educational institution to receive either formal or nonformal education.

f. **Formal education** refers to the systematic and deliberate process of hierarchically structured and sequential learning corresponding to the general concept of elementary and secondary levels of schooling. At the end of each level, the learner needs a certification in order to enter or advance to the next level.

g. **Indigenous Peoples (IP) learner** refers to a learner born of either or both parents who are IP as defined in R.A. No. 8371, otherwise known as the "Indigenous Peoples Republic Act of 1997."

h. **In-person Enrollment** refers to a process of registering learners wherein there is a physical interaction between the teaching or non-teaching personnel, the parent/guardian and/or learner.

i. **Learner** refers to an individual enrolled in any educational institution offering basic education.

j. **Learners with Disability** refers to learners in the general early and basic education system who require additional support and related services and adoptive pedagogic methods due to their long or short term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others to develop them to their maximum capability.

k. **Nonformal Education** refers to any organized and systematic activity carried out outside the framework of the formal education system to provide selected types of learners with a segment of the population.

l. **Out of School Children in Special Cases** refers to children of the official school age who cannot attend or participate in formal school and have ALS as the only option to access basic education.

m. **Out of School Children, Youth, and Adult (OSCYA)** refers to persons who are not attending school, have not finished any college or post-secondary course, and are not working.

n. **Philippine Educational Placement Test (PEPT)** refers to a battery of tests covering five basic subjects for validating and accrediting knowledge and skills in academic areas gained through informal and nonformal means, for re-entry into formal school, job promotion, entry to job training, employment, and self-fulfillment.

o. **Pre-registered** refers to learners who underwent the early registration process but are not considered officially enrolled.

p. **Remote enrollment** refers to a process of registering learners conducted without a face-to-face interaction.

q. **SNED learners** refer to learners with special education needs who require tailored educational support to thrive. These include students with learning disabilities, disabilities, or other conditions that affect their ability to learn in a standard classroom setting.

r. **Temporarily enrolled** refers to learners who are not officially enrolled due to deficiencies in the submission of documentary requirements.

s. **Transferred in** refers to learners who entered from one school to another, either public or private, from 1st Friday of the school calendar days until the last day of the 3rd Quarter of the school year.

t. **Transferred out** refers to learners who left school to enter another school as evidenced by a request for School Form 10 – Learner's Permanent Academic Record (formerly known as "Form 137") from 1st Friday of the school calendar days until the last day of the 3rd Quarter of the school year.

V. EARLY REGISTRATION

Early registration is conducted to ensure all new entrants for Kindergarten, Grades 1, 7, and 11 including transferees to public schools and ALS learners for the first time are pre-registered. The process of pre-registration demonstrates new entrants' projection aiding schools in planning and resource allocation. However, participation in early registration does not guarantee official enrollment. The Basic Education Early Registration Form (Annex A) can be used by the schools during the early registration.

Elementary and secondary public school officials shall designate Early Registration Desks or Registration Centers on the school premises and non-teaching personnel who will handle registration.

Each Schools Division Office (SDO) shall coordinate with the Local Government Unit (LGU) to identify areas with a high number of potential enrollees but have schools with a low absorptive capacity.[1] The SDS shall designate a focal person (preferably the Public Schools District Supervisor) to work with the concerned Barangay Chairperson for early registration to

[1] The Second Congressional Commission on Education. (2024, November 22). *Update, Review Housing Policies to Prevent Congestion of Schools.* EDCOM2. https://edcom2.gov.ph/update-review-housing-policies-to-prevent-congestion-of-schools/

be done in the barangay. Likewise, SDO shall coordinate with the Local Social Welfare Development Office (LSWDO) on the registration of street children.

A. Schedule

Early registration of incoming Kindergarten learners, learners entering basic education for the first time such as OSCYA, transferees into public schools, incoming Grades 1, 7 and 11, and potential ALS learners shall be conducted from the last Saturday of January to the last Friday of February of each year or in a schedule determined by the Department. In cases of activities or unforeseen circumstances that may affect the preferential period, the Schools Division Office may extend the early registration. Incoming learners for Grades 2-6, Grades 8-10, and Grade 12 are considered pre-registered.

B. Advocacy Campaign

Early registration will provide the school and community ample time to initiate early registration campaigns targeting school-age learners, and OSCYA who may not be aware of the registration schedule due to a lack or absence of information. Specifically, information about early registration shall reach the following:

a. Learners Living with Disability
b. Living in an Off-Grid Community
c. Living in a Barangay Without a School
d. Living in a Geographically Isolated Area
e. Displaced due to Natural Disaster
f. Children in Conflict with the Law
g. Children in Situations of Armed Conflict
h. Children Involved in Armed Conflict
i. Having Chronic Illness
j. Having Nutritional Problems
k. Stateless/Undocumented
l. No Longer in School but Interested in Going Back to School

C. Proof of Eligibility

As the policy adheres to the principle that all types of learners, including OSCYA, shall be accepted, conducting early registration augments this duty by ensuring that all new entrants to Kindergarten, Grades 1, 7, and 11 learners, including transferees to public schools, and ALS learners for the first time are registered. This enrollment procedure shall adhere to existing rules that govern the minimum eligibility and documentary requirements for enrollment to establish the identity of learners.

This presents the eligibility standards and means of verification to establish learner identity. **Although documents shall be required for presentation to early register learners, these documents are not subject to collection and are only for verification purposes.**

LEVEL	ELIGIBILITY CONSIDERATIONS	MEANS OF VERIFICATION
Kindergarten	Shall be based on the existing Kindergarten Education Policy	PSA Birth Certificate or **any** of the Secondary Documents (refer to Section 7, Documentary Requirements)
Grade 1	Children who have completed or are candidates for completion in the Kindergarten Program in DepEd-authorized schools and centers	• Kindergarten Certificate of Completion, if available at the time of early registration • PSA Birth Certificate or **any** of the Secondary Documents
	Children who have completed or are candidates for completion in any form of Kindergarten Program in schools without a government permit or recognition (i.e., Home-Schooled Learning Provider).	• Philippine Educational Placement Test (PEPT) Certificate of Rating, if available at the time of early registration • PSA Birth Certificate or **any** of the Secondary Documents
Grade 7	1. Grade 6 Graduate or; 2. Grade 6 Candidate for Graduation	SF 9 (Formerly Form 138) Grade 6
	PEPT Passer or A&E Elementary Certification Passer	• PEPT or A&E Certificate of Rating / Presentation of Portfolio Assessment (PPA) Certificate • PSA or NSO Birth Certificate or any of the Secondary Documents
Grade 11	1. Grade 10 Completer or; 2. Grade 10 Candidate Completer	SF 9 (Formerly Form 138) Grade 10
	PEPT Passer or A&E Junior HS Certification Passer	• PEPT or A&E Certificate of Rating • PSA or NSO Birth Certificate or any of the Secondary Documents

Balik-Aral Learner (Any Grade Level)	PEPT Passer or A&E Certification Passer	• PSA or NSO Birth Certificate or any of the Secondary Documents • SF 9 (Report Card), School Form 10 (Formerly Form 137), or PEPT/A&E Certificate of Rating/ PPA Certificate
Special Needs Education Program	At least five (5) years old at the beginning of the SY, similar to the considerations for enrollment in the kindergarten level	• PSA or NSO Birth Certificate or any of the Secondary Documents • PWD I.D. or Medical evaluation and diagnosis from a Licensed Medical Specialist, if available
Basic Literacy Program (BLP)		• PSA or NSO Birth Certificate or any of the Secondary Documents • Any most recent academic / school records of the prospective enrollees, such as Report Card, if available
A&E Elementary	BLP completer/passer	• PSA or NSO Birth Certificate or any of the Secondary Documents • Kindergarten Certificate of Completion/ECCD Assessment Result/ PEPT Result, if available/ Most recent SF 9 (report card), if available
A&E Junior High School	1. A&E Elementary Certification Passer 2. Completer of Elementary Education	• PSA or NSO Birth Certificate or any of the Secondary Documents • **ANY** of the following: o Elementary Diploma o A&E Elementary Level Certificate of Rating. o ALS Form 5 (if available) o SF 9 (Report Card) or 10 (if available) o PEPT Result (if available)

ALS Senior High School	A&E Junior High School Certification Passer	• PSA or NSO Birth Certificate or **any** of the Secondary Documents • **ANY** of the following, if available at the time of early registration: o JHS Diploma o A&E JHS Certificate of Rating o ALS Form 5 (if available) o SF 9 (Report Card) or 10 (if available) o PEPT Result (if available)

Prospective enrollees in the ALS who are classified as children in special cases may be admitted, provided that their circumstances are duly verified as special cases and that ALS is the only viable option for them to access basic education.

D. Management and Utilization of Early Registration Data

All early registration data gathered shall be encoded in the Early Registration Facility in the Learner Information System (LIS).

Schools may use the early registration data for planning for the incoming school year in determining the class scheduling, teacher assignment, classroom assignments, etc.

VI. ENROLLMENT PROCEDURES

A. Schedule

The enrollment period shall be conducted one week before the official start and opening of classes or as directed by the Department. Further, the DepEd shall issue supporting memoranda providing specific activities and schedules concerning enrollment.

B. Eligibility and Documentary Requirements

This Order adheres to the fact that all learners shall be accepted in basic education. In this regard, public and private schools, ALS CLCs, SUCs and LUCs offering basic education programs shall adhere to existing rules that govern the eligibility standards to establish the identity of learners.

The following table presents the eligibility standards and minimum documentary requirements to be submitted for each key grade level, both in formal education and ALS:

LEVEL	ELIGIBILITY CONSIDERATIONS	DOCUMENTARY REQUIREMENTS
Kindergarten	Shall be based on the existing Kindergarten Education Policy	Original or Certified True Copy of PSA Birth Certificate or **ANY** of the Secondary Documents
Grade 1	Children who have completed Kindergarten Programs in DepEd-authorized schools and centers	• Kindergarten Certificate of Completion • PSA Birth Certificate, only for enrollees who did not submit birth certificates during kindergarten, or **ANY** of the Secondary Documents
	Children who have completed any form of Kindergarten Program in non-DepEd authorized learning centers (i.e., Day Care Centers or Home-Schooled Learning Provider)	• PEPT Certificate of Rating • PSA or NSO Birth Certificate or any of the Secondary Documents
Grades 2 to 6	Completion of the last grade level attended	SF 9 (Report Card) of the last grade level completed
Grade 7	Grade 6 Graduate	Grade 6 SF 9 (Report Card)
	PEPT Passer or A&E Elementary Certification Passer	PEPT or A&E Certificate of Rating /PPA Certificate
Grades 8-10	Completion of the last grade level attended	SF 9 (Report Card) of the last grade level completed
Grade 11	Grade 10 Completer	Grade 10 SF 9 (Report Card)
	PEPT Passer or A&E Junior High School Certification Passer	PEPT or A&E Certificate of Rating / PPA Certificate
Grade 12	Grade 11 Completer	Grade 11 SF 9 (Report Card)
Balik-Aral Learner (Any Grade Level)	PEPT Passer or A&E Test Passer	• PSA/NSO Birth Certificate or **ANY** of the Secondary Documents • SF 9 (Report Card) or PEPT/ A&E Certificate of Rating/ PPA Certificate

LEVEL	ELIGIBILITY CONSIDERATIONS	DOCUMENTARY REQUIREMENTS
Special Needs Education Program	At least five (5) years old at the beginning of the SY, similar to the considerations for enrollment in the Kindergarten level	• PSA/NSO Birth Certificate or **ANY** of the Secondary Documents • PWD I.D. or Medical evaluation and diagnosis from a Licensed Medical Specialist, if available
Basic Literacy Program (BLP)		• PSA/NSO Birth Certificate or any of the Secondary Documents • **ANY** of the most recent academic/school records of the prospect enrollees, such as Report Card, if available
A&E Elementary	BLP completer/passer	• PSA/NSO Birth Certificate or any of the Secondary Documents • **ANY** of the following may be submitted upon enrollment, if available: o BLP certification o Kindergarten Certificate of Completion or Attendance/ECCD Assessment Result/ PEPT Result o Most recent report card
A&E Junior High School	A&E Elementary Certification Passer or Presentation Portfolio Assessment Passer	• PSA/NSO Birth Certificate or any of the Secondary Documents • **ANY** of the following may be submitted upon enrollment, if available: o Elementary Diploma o A&E Elementary Certification o ALS Form 5 o SF 9 (Report Card) or SF 10 o PEPT Result

LEVEL	ELIGIBILITY CONSIDERATIONS	DOCUMENTARY REQUIREMENTS
ALS Senior High School	A&E Junior High School Certification Passer	• PSA/NSO Birth Certificate or any of the Secondary Documents • **ANY** of the following may be submitted upon enrollment, if available: o High School Diploma (Curriculum pre-implementation of K to 12) o A&E JHS Certification o ALS Form 5 o School Form 9 (Report Card) or SF 10 o PEPT Result

Prospective enrollees in the Alternative Learning System (ALS) who are classified as children in special cases may be admitted, provided that their circumstances are duly verified as special cases and that ALS is the only viable option for them to access basic education.

C. Reiteration of No Collection of Fees

No voluntary fees shall be collected during the early registration and enrollment period as a prerequisite for registration and enrollment in basic education in public schools in accordance with DO 19, s. 2008 (Implementation of No Collection Policy in All Public Elementary and Secondary Schools). Forms to be used in the early registration and enrollment are not for sale and may be duplicated solely for this purpose. Schools may translate the enrollment forms into their local language, as deemed necessary.

D. Enrollment Window

A school may accept late enrollees provided that the learner will be able to meet eighty percent (80%) of the prescribed number of school days for each school year and the quarterly requirement to pass the grade level, as governed by the latest existing applicable DepEd issuances.

If the learner cannot meet the required number of school days and the quarterly requirement, the school head may exercise his/her discretion to accept the enrollee and implement catch-up activities or interventions under acceptable circumstances.

VII. DOCUMENTARY REQUIREMENTS

All learners shall only submit a Birth Certificate ONCE throughout their stay in basic education (K to 12). However, if the learner's PSA/NSO birth certificate is not yet available, **any of the following secondary documents** may be submitted upon enrollment, provided that the birth certificate will be submitted once available:

a. National ID or any primary government ID (driver's license, passport, postal ID, etc.)
b. Certificate of Live Birth (Local Civil Registry)
c. Marriage Certificate
d. PhilHealth ID
e. PWD ID
f. Barangay certification that could establish the child's identity, including name of the child, date of birth, sex, and name of parents
g. Affidavit of undertaking to be executed by parents
h. If, upon enrollment, the learner is determined to be a foundling, an NSO or PSA issued Certificate of Foundling may suffice as a substitute for a Birth Certificate.
i. Baptismal Certificate

In case wherein PSA/NSO-issued birth certificate is not available at the time of enrollment, **any** of the secondary documents may be submitted **until** the **31st of October of the current School Year**, as the accuracy of the learner's information is vital for the official enrollment data in DepEd.

Moreover, all documents, either PSA/NSO birth certificate or secondary documents that were collected shall be treated with utmost confidentiality and in alignment with the Data Privacy provisions of this order.

a. Requirement for Transferees

Learners from public or private schools in the Philippines who will transfer shall submit 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. Refer to DO 54, s. 2016 for guidelines on the request and transfer of the learner's school records.

b. Special Cases

In special cases, additional documents may be required for submission. Below are such cases:

SPECIAL CASES	MINIMUM DOCUMENTARY REQUIREMENTS	ADDITIONAL REQUIREMENTS FOR SUBMISSION DURING THE SCHOOL YEAR
Learners from International schools with congressional franchise or Presidential Decree.	Original or Certified True Copy of PSA/NSO Birth Certificate or any secondary documents; or Authenticated birth certificate from the country of origin if the learner is a non-Filipino citizen	Latest SF 9 (report card) or any equivalent academic record. **NOTE**: PEPT Certificate of Rating is not required.
Learners from: Philippine Schools Overseas (any grade level) Foreign Schools Abroad	Original or Certified True Copy of PSA or NSO Birth Certificate or any of the Secondary Documents; or Authenticated birth certificate from the country of origin if the learner is a non-Filipino citizen	• Apostille of any academic record (i.e., Transcript of Records, Report Card) • PEPT Certificate of Rating for learners who have not completed the school year abroad, and for learners who need grade-level standards assessment Accepting school shall have the discretion to determine the appropriate grade level in which to place the learner (DO 26, s. 1994). Further, the school may seek assistance from the SDO in determining the appropriate grade level.

Learners from schools without a government permit or recognition (at any grade level)	1. PEPT Certificate of Rating 2. Original or Certified True Copy of Birth Certificate from the PSA/NSO or any of the secondary documents	None
Displaced learners due to calamities and conflicts	Any proof of identity (Birth Certificate from the PSA/NSO or any of the secondary documents) The receiving school shall request the SDO to search for the name of the learner in the LIS to verify if the learner's information is already in the system.	SF9 or SF10, if available
Persons Deprived of Liberty (PDLs) enrolled in ALS	Certificate of PDLs' Identity issued by the Warden or any proof of identity shall be provided to the ALS teacher who manages the enrollment of ALS learners in the Bureau of Jail Management and Penology (BJMP) correctional facility	None
Residents of rehabilitation facilities enrolled in ALS	Any proof of identity is to be provided to the ALS teacher assigned in the rehabilitation facilities	None

VIII. ENROLLMENT MODALITIES

To ensure timely enrollment of learners, schools are encouraged to implement an in-person enrollment modality. However, schools may opt for the following enrollment modalities to augment their enrollment or address specific issues/problems that schools may encounter:

All revisions to the enclosed enrollment form and confirmation slip attached shall be issued through a Memorandum.

A. In-person Enrollment

This shall be done in schools where parents or legal guardians and/or learners can physically process the enrollment during the determined

schedule of enrollment. Moreover, in case of learners of minor age, the parents or legal guardians shall accomplish and submit the Basic Education Enrollment Form (BEEF) (attached as Annex B) together with the documentary requirements as stipulated in Section 6.b. Learners of minor age may also opt to enroll themselves, provided that their enrollment form is signed by their parent or legal guardian.

Learners of legal age may enroll themselves by submitting the duly completed and signed BEEF and other documentary requirements.

a. Instruction to Parents/Legal Guardians and Enrollees

i. *For incoming Kindergarten, Grades 1, 7, and 11*

The parents or legal guardians of incoming Kindergarten, Grades 1, 7, and 11 shall communicate/reaffirm their intent to enroll their children in the school of their choice via physical enrollment.

ii. *For incoming Grades 2-6, 8-10, and 12 Learners*

Grades 2 to 6, Grades 8 to 10, and Grade 12 learners who have existing accounts in the LIS (i.e., have Learner Reference Numbers [LRNs]) shall only be required to accomplish and submit a confirmation slip (Attached as Annex C).

iii. *For Balik-Aral Learners*

Learners who have at least a one-year gap in schooling shall only physically submit their SF 9 or report card to their school of choice.

B. Remote Enrollment

Schools shall make the enrollment form and confirmation slip available both in digital and print format. The digital formats of the BEEF and confirmation slip shall be made accessible/downloadable from the official websites of the DepEd Central Office, Regional Offices (ROs), Schools Division Offices (SDOs), and Schools. It shall also be made available on the LIS Support page.

a. Online Enrollment

This can be facilitated by filling out digital forms and sending them through the official email address of the school or any of the

available messaging platforms provided and authorized by the school.

i. *Instruction to Parents/Legal Guardians and Enrollees*

Parents/legal guardians shall fill out a digital copy of the BEEF or confirmation slip and shall be submitted through the official email address or any available messaging platform provided and authorized by the school.

Learners of legal age may enroll themselves by submitting the duly completed and signed BEEF and other documentary requirements.

Grades 2 to 6, Grades 8 to 10, and Grade 12 learners who have existing accounts in the LIS (i.e., have Learner Reference Numbers [LRNs]) shall only be required to accomplish and submit a confirmation slip through the official email address of the school or any of the available messaging platforms provided and authorized by the school.

b. Drop-Box Enrollment

Parents, legal guardians, or learners may access the printed BEEF and Confirmation Slip where the drop-boxes are deployed/situated. After such, they can fill out the forms in their homes and physically submit them through drop boxes where the drop-boxes are deployed/situated. Primarily, drop-boxes are to be situated at the school entrance/gate. However, schools may place drop-boxes in every Barangay Hall, or in any other visible location where parents, legal guardians, or learners can get access to the printed copy of the enrollment form and confirmation slip, and physically submit these accomplished forms and the listed documentary requirements.

The School Enrollment Focal Person (SEFP) shall collect or receive all submitted enrollment forms, confirmation slips, and documentary requirements. The SEFP shall turn them over to grade-level coordinators (if applicable), who shall then distribute them to prospective advisers. Prospective advisers shall encode the enrollment form in the LIS Beginning of School Year (BOSY) Facility.

i. *Instruction to Parents/Legal Guardians and Enrollees*

The parents or legal guardians of Kindergarten, Grade 1, 7, and 11 learners shall communicate/reaffirm their intent to enroll their children in a school of their choice through the accomplishment and submission of the enrollment form

through the deployed/situated enrollment drop-boxes of the school. Learners of legal age may also enroll themselves through the enrollment drop box by submitting the duly completed and signed BEEF and other documentary requirements.

Grades 2 to 6, Grades 8 to 10, and Grade 12 learners who have existing accounts in the LIS (i.e., have LRNs) shall only be required to accomplish and submit a confirmation slip via deployed/situated drop-boxes. Parents or legal guardians needing assistance in filling out the enrollment forms or confirmation slip shall be assisted by the school.

IX. INFORMATION SYSTEM MANAGEMENT FOR ENROLLMENT DATA

A. LIS Encoding Protocols

a. Early Registration

All public elementary and secondary schools shall update or encode in the Early Registration Facility in the Learner Information System (LIS) using the school head or school administrator's account daily. Public elementary and secondary schools shall use printed or electronic copies of the latest BEEF to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data are properly captured.

b. Enrollment and Tracking in LIS

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

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

Public and private schools, SUCs/LUCs, and PSOs shall start updating/encoding the BEEF data in the LIS BOSY module starting the first week of the opening of classes. All schools are directed to register their learners in the LIS.

To ensure timely and accurate reporting of learners' movement from one school to another, the Division LIS System Administrator or the Division Planning Officer is reminded to monitor compliance of private and 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 the LIS Tracking System that results in delays or pending transfer transactions between schools shall be reported to the Office of the Schools Division Superintendent for appropriate action, in relation to DO 14, s. 2016.

The receiving class adviser/ALS teacher, through the School Head, shall request the SDO Planning Officer to verify the transferred learner's education profile and history in the LIS to avoid duplication of LRN. If the learner has no record in the system, the learner shall be provided with an LRN.

If the International school is not registered in the LIS, the receiving school shall grant the learner an LRN upon transfer acceptance.

i. *Transferring from one school to another*

Learners transferring from one school to another in the Philippines shall submit the latest SF9 (Report Card) upon enrollment.

The receiving school shall coordinate with the originating school to verify the grade level and last quarterly grade of the learner. Refer to DO 54, s. 2016 for guidelines on the request and transfer of the learner's school records. Learners who fail to submit the necessary requirements upon transferring shall be considered temporarily enrolled.

ii. *Transferred out from a private school with unsettled financial obligations*

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 – 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 learners are Temporarily Enrolled in the current school.

iii. *Transferring from the 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 the minimum documentary requirements are still applicable, except for enrollment that requires an A&E Certificate of Rating/Presentation Portfolio Assessment Certificate shall be used for the incoming school year.

iv. *Transferring from Formal to ALS Program*

The ALS teacher is directed to enroll the learners in LIS as soon as the latter starts attending classes. Enrollment eligibility and the minimum documentary requirements are still applicable, except for enrollment that requires the latest SF 9, or progress report card, shall be used.

v. *Transferring within the school year*

Learners coming from other schools who enrolled in the middle of the school year shall be tagged in the system as "transferred in," while learners who were previously enrolled in the school but transferred to other schools in the middle of the school year shall be tagged in the system as "transferred out."

In special cases, learners may transfer in/out from one school to another school anytime during the school year for valid reasons such as, but not limited to, family migration, and disasters, among others.

B. Transfer of Documents

a. Transmittal of Learner School Records (SF 9 & 10)

Only schools and their authorized personnel shall transmit the learners' records, including the original or certified true copy of the PSA/NSO Birth Certificate, whether internally (e.g., between a learner's previous and incoming class adviser) or externally (i.e., between schools). Schools shall not compel learners and/or their parents/legal guardians to take responsibility for the transmission of school records. Moreover, the transfer of documents shall be accomplished **before the end of the first grading period**. For transferred-in learners during the school year, transfer of documents shall be secured thirty days (30) from the first day of their school attendance. This is in accordance with DO 54, s. 2016

or the Guidelines on the Request and Transfer of Learner's School Records.

b. Option to Transmit Electronic Format/Scanned Copy of Credential Document for Specific Grade Level

For Grade 6 graduates and Grade 10 completers who are already enrolled in Grade 7 and Grade 11, respectively, the transmission of the scanned copy of SF 9/ SF 10, together with the minimum documentary requirements or supporting documents to the receiving school is an option, provided that the request was made through the LIS Portal – Tracking/Transfer facility, as instructed in DO 54, s. 2016. The school's 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 in grade 1 in another school.

ALS Teachers may also use this option in sending electronic/ scanned copies of Certificate of Rating/Presentation Portfolio Assessment 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 documents is hereby reminded that there is no need for the originating school to compel the submission of the physical copies of the said requirements.

X. DATA PRIVACY

DepEd is committed to protecting the privacy of its learners. Personal information collected, processed, and stored shall be handled with the utmost professional ethics and in accordance with R.A. No. 10173, its Implementing Rules and Regulations, and the National Privacy Commission's issuances on data privacy.

A. Data Collection

Data collected shall be only for specified, explicit, legitimate purposes of enrollment, and efforts congruent to the development of education policies, programs, projects, and activities in DepEd and shall not be further processed in a manner incompatible with the mandate of DepEd.

B. Data Management

All data collected, processed, and stored by DepEd relevant to the enrollment process shall be secured through appropriate technical and

organizational measures. Access to the collected data shall be limited to authorized personnel in schools / ALS CLCs, SDOs, ROs, and CO on a need-to-know basis. Sensitive data, digital or paper-based, shall be treated with utmost confidentiality.

C. Data Dissemination of Personally Identifiable Information and Use

Personally Identifiable Information (PII) collected and processed shall be used solely for the specific purpose for which it was obtained, and shall not be disclosed or disseminated to third parties, including to the public (i.e., social media accounts of the school, teachers, officials) without the explicit consent of the learner and their parents or legal guardian, unless required by law or necessary for the legitimate purposes of the data controller. The school, as a data controller, shall implement appropriate technical and organizational measures to ensure the security and confidentiality of personal data, including measures to prevent unauthorized access, disclosure, alteration, or destruction.

All forms collected during the early registration and enrollment (i.e., confirmation slip and BEEF) shall not be retained for a period longer than one (1) year. After one (1) year, all hard and soft copies of the forms shall be disposed of and destroyed following the Records Management Regulations, Policies, and Guidance of DepEd.

XI. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities at each governance level during the enrollment process:

A. Central Office

a. Through the **Policy and Planning Service and in coordination with the Operations Strand:**

i. In coordination with the Operation Strand, communicate the start of the early registration and enrollment and promote its conduct through official channels;
ii. Lead the orientation of enrollment guidelines with the assistance of the Bureau of Learning Delivery for eligibility requirements per grade level, the Bureau of Alternative Education for eligibility requirements for ALS learners, Private Education Office for private school matters;
iii. Lead the monitoring and evaluation of the early registration and enrollment process;
iv. Ensure data collected is secure and accurate;
v. Monitor data encoding in the system; and

vi. Provide necessary support and assistance to the field offices.

b. Through the **Public Affairs Service:**

i. Provide information and advocacy materials on the enrollment procedures; and
ii. Respond to queries received from the public affairs action center hotlines during the enrollment period.

c. Through the **Information and Communication Technology Service:**

i. Enhance the LIS to accommodate necessary data requirements.
ii. Provide technical assistance on the management of the information systems during the early registration and enrollment period to the field offices.

d. Through the **Administrative Service Records Division:**

i. Provide guidance in the inventory and disposition of data collection forms including BEEF and other school forms.

B. Regional Office

a. Through the **Regional Director**, lead and organize a team that will spearhead the advocacy campaign.
b. Through the **Policy, Planning and Research Division (PPRD):**

i. Conduct orientation on the enrollment procedures to SDOs;
ii. Monitor data collection and encoding in the system;
iii. Provide support and assistance to the SDOs;
iv. Prepare regular enrollment updates; and
v. Coordinate with the Curriculum and Learning Management Division for enrollment issues concerning SNED, ALS, and Kindergarten, and the Quality Assurance Division for private school enrollment concerns.

c. Through the Administrative Division - Records Section.

i. Provide technical assistance in the proper handling, inventory and disposition of enrollment forms in the Regional Office and Schools Division Offices.

C. Schools Division Office

a. Through the **Schools Division Superintendent**, lead and organize a team that will spearhead the advocacy campaign.
b. Through the **School Governance and Operations Division (SGOD)**:

   i. Coordinate with LGU on the conduct of early registration and enrollment;
   ii. Conduct orientation on the enrollment procedures to schools and CLCs;
   iii. Monitor school's compliance on enrollment data collection, management, dissemination, and use based on the standards set by this policy; and
   iv. Provide support and assistance to schools/CLCs in verifying transferred learners' education profile and history in the LIS.

c. Through the Administrative Section - Records Unit

   i. Provide technical assistance in the proper handling, inventory, and disposition of enrollment forms at the school level.

D. Schools and CLCs

a. Conduct information dissemination activities on early registration and enrollment;
b. Using the early registration data, assess and plan teacher and class schedules;
c. Ensure the accuracy of learners' information;
d. Create Learner Profile for new learners and encode/update learners' enrollment in the LIS; and
e. Ensure compliance with the Data Privacy Act and existing records management related policies on the proper handling, access, disclosure, inventory and disposition of enrollment forms pursuant to RA 9470.

XII. MONITORING AND EVALUATION

The Policy and Planning Service, Operations Strand, and Curriculum and Teaching Strand, in coordination with Regional Office – Policy, Planning, and Research Division (RO-PRDD) and Schools Division Office – School Governance and Operations Division (SDO-SGOD) shall lead the monitoring and evaluation of the implementation of this Order. An M&E plan shall be prepared at each governance level as the basis for the conduct of M&E. A policy evaluation shall be conducted to assess the achievement of its outcome and to further enhance its provisions and effectiveness.

XIII. EFFECTIVITY AND TRANSITORY PROVISION

This Order shall take effect upon its approval, issuance, and fifteen (15) days after its publication on the Official Gazette or a newspaper of general circulation and filing with the Office of the National Administrative Registrar (ONAR) at the University of the Philippines Law Center (UPLC), UP Diliman, Quezon City.

This Order repeals DO 3, s. 2018. All other related issuances inconsistent with this Order are hereby repealed, rescinded, and modified accordingly.

XIV. REFERENCES

- DepEd Order No. 20, s. 2018 "Amendment to DepEd Order No. 47, s. 2016, "Omnibus Policy on Kindergarten"
- DepEd Order No. 3, s. 2018, "Basic Education Enrollment Policy"
- DepEd Order No. 54, s. 2016, "Guidelines on the Request and Transfer of Learner's School Records"
- DepEd Order No. 47, s. 2016, "Omnibus Policy on Kindergarten"
- DepEd Order No. 14, s. 2016, "Updating of Learner Profiles for End of School Year (EOSY) 2015-2016 on the Learner Information System (LIS)"
- DepEd Order No. 19, s. 2008, "Implementation of No Collection Policy in All Public Elementary and Secondary Schools"
- DECS Order No. 26, s. 1994, "Placements of Transferees from Foreign Countries Seeking Admission to Philippine Elementary and Secondary Schools"

As of 05/15/2025

BASIC EDUCATION EARLY REGISTRATION 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 ☐☐☐☐ - ☐☐☐☐ *(For Kindergarten Enrollees)* **Learner Reference No. (LRN), if applicable:** ☐☐☐☐☐☐☐☐☐☐☐☐

2. Grade Level to Enroll: ____ ☐ **Does the learner have attended any Early Learning Program?** If yes, specify: _____

(For SHS) **Track &Strand:** _____

3.Learner's Personal Information

Learner's Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Birthdate (mm/dd/yyyy): ☐☐/☐☐/☐☐☐☐ **Age:** ____ **Sex:** ☐ Male ☐ Female **Religion:** _____

Belonging to any Indigenous Peoples (IP) /Indigenous Cultural Community? ☐ No ☐ If yes, please specify: _____

Is the learner a person with disability (PWD)? ☐ No ☐ If yes, please specify: _____

Current Address: _____
House No. Sitio/Street Barangay Municipality/City Province

Father's Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Mother's Maiden Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Legal Guardian's Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Contact Number: _____

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 process the learner's personal information for the purpose of early registration. The personal information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

_____ _____
Signature Over Printed Name of Parent/Guardian Date

As of 05/15/2025

BASIC EDUCATION EARLY REGISTRATION 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 ☐☐☐☐ - ☐☐☐☐ *(For Kindergarten Enrollees)* Learner Reference No. (LRN), if applicable: ☐☐☐☐☐☐☐☐☐☐☐☐

2. Grade Level to Enroll: ____ ☐ Does the learner have attended any Early Learning Program? If yes, specify: _____

(For SHS) Track &Strand: _____

3.Learner's Personal Information

Learner's Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Birthdate (mm/dd/yyyy): ☐☐/☐☐/☐☐☐☐ Age: ____ Sex: ☐ Male ☐ Female Religion: _____

Belonging to any Indigenous Peoples (IP) /Indigenous Cultural Community? ☐ No ☐ If yes, please specify: _____

Is the learner a person with disability (PWD)? ☐ No ☐ If yes, please specify: _____

Current Address: _____
House No. Sitio/Street Barangay Municipality/City Province

Father's Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Mother's Maiden Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Legal Guardian's Name: _____
(Last Name) (First Name) (Middle Name) (Extn. Name, if any)

Contact Number: _____

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 process the learner's personal information for the purpose of early registration. The personal information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

_____ _____
Signature Over Printed Name of Parent/Guardian Date

Revised as of 06/01/2025

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 ☐☐☐☐ – ☐☐☐☐

2. Grade Level to Enroll:

☐ Graded, specify Grade Level ☐☐

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

Learner Reference No. (LRN), if applicable:

☐☐☐☐☐☐☐☐☐☐☐☐

For Kindergarten Enrollees:

☐ Does the learner have attended any Early Learning Program? If yes, please specify: _____

3. Learner's Personal Information

PSA Birth Certificate No. (If available upon registration) _____

Last Name

First Name

Middle Name

Extension Name e.g. Jr., III (If applicable)

Birthdate (mm/dd/yyyy) ☐☐/☐☐/☐☐☐☐

Age ☐☐ Sex ☐ Male ☐ Female

Place of Birth (Municipality/City)

Religion

Mother Tongue

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?

☐ Yes ☐ No If Yes, please specify: _____

Is your family a beneficiary of 4Ps? ☐ Yes ☐ No

If Yes, please write the 4Ps Household ID Number

Current Address

House No.	Sitio/Street Name	Barangay	
Municipality/City	Province	Country	Zip Code

Permanent Address — Same with your Current Address? ☐ Yes ☐ 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:

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

a2. With Manifestations

☐ Difficulty in Applying Knowledge	☐ Difficulty in Mobility (Walking, Climbing and Grasping)
☐ Difficulty in Communicating	☐ Difficulty in Performing Adaptive Skills (Self-Care)
☐ Difficulty in Displaying Interpersonal Behavior (Emotional and Behavioral)	☐ Difficulty in Remembering, Concentrating, Paying Attention and Understanding
☐ Difficulty in Hearing	☐ 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 ☐☐☐☐☐☐

7. For Learner in Senior High School

Semester ☐ 1st ☐ 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:

☐ Blended (Combination) ☐ Homeschooling ☐ Modular (Print) ☐ Radio-Based Television
☐ Educational Television ☐ Modular (Digital) ☐ 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 process the learner's personal information to create and/or update his/her learner profile in the Learner Information System.

The personal information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

_____ _____

Signature Over Printed Name of Parent/Guardian Date

Department of Education
Region:_____
Division:_____
School ID:_____
School Name:_____

CONFIRMATION SLIP

Name of Learner:
Learner's Reference No:
Grade Level to Enroll:
Parent's or
Legal Guardian's Name:
Contact No.:

Do you confirm the enrollment of the learner in this school for SY - ? ☐ YES ☐ NO

_____
Signature over Printed Name of Parent/Legal Guardian

_____
Date

Department of Education
Region:_____
Division:_____
School ID:_____
School Name:_____

CONFIRMATION SLIP

Name of Learner:
Learner's Reference No:
Grade Level to Enroll:
Parent's or
Legal Guardian's Name:
Contact No.:

Do you confirm the enrollment of the learner in this school for SY - ? ☐ YES ☐ NO

_____
Signature over Printed Name of Parent/Legal Guardian

_____
Date

Department of Education
Region:_____
Division:_____
School ID:_____
School Name:_____

CONFIRMATION SLIP

Name of Learner:
Learner's Reference No:
Grade Level to Enroll:
Parent's or
Contact No.:

Do you confirm the enrollment of the learner in this school for SY - ? ☐ YES ☐ NO

_____
Signature over Printed Name of Parent/Legal Guardian

_____
Date

Department of Education
Region:_____
Division:_____
School ID:_____
School Name:_____

CONFIRMATION SLIP

Name of Learner:
Learner's Reference No:
Grade Level to Enroll:
Parent's or
Contact No.:

Do you confirm the enrollment of the learner in this school for SY - ? ☐ YES ☐ NO

_____
Signature over Printed Name of Parent/Legal Guardian

_____
Date