



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

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**UNNUMBERED MEMORANDUM**

**TO :** Assistant Schools Division  
Superintendents Chief- Curriculum  
Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Administrative Officer V for Administration  
Division Field Technical Assistance  
Teammates All Others Concerned

**FROM :** *matang*  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

**SUBJECT :** AMENDMENT TO DEPED ORDER NO. 3 s. 2018 (Basic Education  
Enrolment Policy)

**DATE :** May 15, 2023

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1. Attached is DepEd Order No. 10 s. 2023 dated May 9, 2023 re: Amendment to DepEd Order No. 03 s. 2018 "Basic Education Enrolment Policy" highlighting the enrolment process and schedule of conduct of early registration for the School Year 2023-2024 for incoming Kindergarten, Grade 1, Grade 7 and Grade 11 learners in public schools.
2. Personnel involved in the conduct of early registration during Saturdays shall be given service credits based on the number of hours served.
3. Link to the Google drive containing the materials (tarpaulin, socmed images, etc) for Early Registration can be accessed through [bit.ly/EarlyRegSY2324](https://bit.ly/EarlyRegSY2324).
4. Public Schools District Supervisors are advised to monitor the conduct of early registration and ensure proper and on time reporting and encoding of Early Registration Report using Learners Information System Early Registration facility.
5. For inquiries and technical assistance, contact Planning and Research Section at [sdobatangas.planning@deped.gov.ph](mailto:sdobatangas.planning@deped.gov.ph).
6. Immediate dissemination of this memorandum is earnestly desired.





Republic of the Philippines  
**Department of Education**

Date: 05/10/2023

Time: 11:53 AM

By: ICT JL

**MAY 09 2023**

DepEd ORDER  
No. **010**, s. 2023

**AMENDMENT TO DEPED ORDER NO. 03, s. 2018**  
(Basic Education Enrollment Policy)

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  
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 03, s. 2018, or the Basic Education Enrollment Policy which institutionalized an efficient enrollment process in public and private schools and state/local universities and colleges (SUCs/LUCs), as well as provides the schedule of the conduct of early registration.
2. With the shift of the beginning of the school year (SY) from June to August in the previous years, the Department amends the schedule of the conduct of early registration in Paragraph V.A which shall read as follows:

**V. Enrollment Procedure**

**A. Early Registration**

**Early registration for the school year 2023–2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from May 10 to June 9, 2023.**

3. Also, this reiterates the provision in DO 03, s. 2018, that all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow DepEd to make the necessary preparations and adjustments of plans for the incoming SY 2023–2024. While incoming Grades 2–6, 8–10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
4. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.



5. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g., Grades 2–6, 8–10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.

6. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.

7. 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).

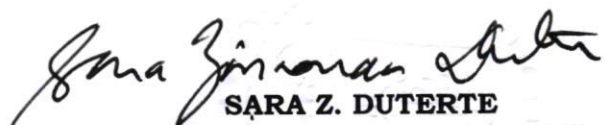
8. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2023–2024, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

9. All other provisions of DO 03, s. 2018, not otherwise affected or amended by this DepEd Order, shall remain valid and effective unless otherwise amended by other DepEd issuances.

10. This DepEd Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. 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.

11. 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).

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

  
**SARA Z. DUTERTE**

*Vice President of the Republic of the Philippines  
Secretary of the Department of Education*

References:

DepEd Order (No. 03 and 020, s. 2018)



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

AMENDMENT  
ADMISSION  
ENROLLMENT

KINDERGARTEN EDUCATION  
LEARNERS  
POLICY