



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 02 2024

MEMORANDUM
No. 187, s. 2024

ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, Schools Governance Operations Division
Elementary and Secondary School Heads/OICs
Others Concerned

1. This Memorandum is issued with reference to DepEd Memorandum No. 032, s. 2024 titled **ENROLLMENT GUIDELINES FOR SCHOOL YEAR 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 Schools Division of Muntinlupa announces the conduct of enrollment from July 3 to 26, 2024.
3. Enclosed are the full details of the said Memorandum and a sample of Basic Education Enrollment Form.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
OIC-Office of the Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

ENROLLMENT FORMS PUBLIC SCHOOLS

EFF/Memo — Enrollment Guidelines for School Year 2024-2025
NUM-2024-187 187 / July 1, 2024



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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Republic of the Philippines
Department of Education

JUN 25 2024

RECEIVED BY:

EVELYN N. DINGAL

Admin Officer II - Records Unit

Date: 6-26-24 9:30am

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.

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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, and the **Office the Assistant Secretary for Operations-Field Operations** at 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

Revised as of 02/12/2024
ANNEX 1

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

1. School Year -

Learner Reference No. (LRN)? If applicable:

2. Grade Level to Enroll:

Graded, specify Grade Level

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

3. Learner's Personal Information

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

Last Name

Birthdate (mm/dd/yyyy)

/ /

First Name

Age

Sex

Male Female

Middle Name

Place of Birth (Municipality/City)

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

Religion

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

Yes No If Yes, please specify: _____

Mother Tongue

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
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4. Parent's/Guardian's Information

Father's Name

Last Name	First Name	Middle Name	Contact Number
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Mother's Maiden Name

Last Name	First Name	Middle Name	Contact Number
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Legal Guardian's Name

Last Name	First Name	Middle Name	Contact Number
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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"/>

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



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

2. Parent's/Guardian's Information

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