

**[ DEPED ORDER NO. 03, S. 2018, May 16, 2018 ]**

**BASIC EDUCATION ENROLLMENT POLICY**

*Adopted: 26 January 2018*

*Date Filed: 16 May 2018*

1. The Department of Education (DepEd) issues the enclosed Basic Education Enrollment Policy for School Year 2018-2019 and the subsequent school years thereafter, to institutionalize an efficient enrollment process in public and private schools, and state/local universities and colleges (SUCS/LUCs) offering basic education nationwide.
2. The rules and standards prescribed by this policy uphold the right of learners to enroll in public schools upon presentation of minimum documentary requirements, and to be provided with accessible, relevant, quality and liberating education.
3. They also guarantee the right of learners to enroll in private schools and SUCs/LUCs offering basic education upon the submission of minimum documentary requirements, and satisfaction of other conditions that the educational institution may require, subject to the existing laws and regulations.
4. The issuance repeals DepEd Order No. 6, s. 2017 entitled Multi-Year Implementing Guidelines on Early Registration. All existing Orders, Memoranda, and other related issuances inconsistent with this policy are hereby repealed, rescinded, or modified accordingly.
5. Immediate dissemination of and strict compliance with this Order is directed.

(SGD) LEONOR MAGTOLIS BRIONES  
*Secretary*

*(Enclosure to DepEd Order No. 03, s. 2018)*

**BASIC EDUCATION ENROLLMENT POLICY**

**I. Rationale**

Pursuant to the Constitutional mandate of the Department of Education to ensure the delivery of accessible and quality education, it has put in place a functional basic education system. The enactment of Republic Act No. (RA) 10157 or the Kindergarten Act and RA 10533 or the Enhanced Basic Education Act of 2013 brought about sweeping changes in basic education which gave rise to the need to align DepEd's existing processes with these reforms. The enrollment of learners, particularly the collection and management of enrollment data, is one such process,

integral in planning, resource allocation, policy formulation, and development of interventions. To align the enrollment process with ongoing reforms, DepEd has issued and implemented several policies, such as the adoption of the Learner Reference Number (DO 22, s. 2012), the Adoption of Modified School Forms (DO 4, s. 2014), the Omnibus Policy on Kindergarten (DO 47, s. 2016), and the policy on Transfer of Records (DO 54, s. 2016). This Policy is issued to consolidate the various issuances on enrollment and institutionalize a basic education enrollment process.

## **II. Statement of Policy**

All learners who elect to enroll in public schools nationwide must be accepted upon submission of the minimum documentary requirements articulated in this policy.

Learners who wish to enroll in private schools and state and local universities and colleges (SUCs/LUCs) offering basic education must submit the minimum documentary requirements stipulated in this Policy, and satisfy other conditions for admission that the institution may require.

This Policy establishes the standard process of enrollment in public and private schools, SUCs/LUCs offering basic education, and Alternative Learning System (ALS) learning centers nationwide.

## **III. Scope of the Policy**

This Policy shall guide DepEd offices and personnel involved in enrollment in public and private schools, SUCs/LUCs offering basic education, and ALS learning centers. This will also provide guidance to parents and learners on the enrollment process and the attendant requirements.

This Policy covers early registration, actual enrollment, Learner Information System (LIS) encoding, and reiteration of policies on collection of fees, among others.

## **IV. Definition of Terms**

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

- a. Early registration – the pre-registration of incoming Kindergarten, Grades 1, 7, and 11 learners which takes place prior to the opening of classes
- b. Pre-registered – learners who underwent the early registration process, but are not considered officially enrolled
- c. Enrollment – the process of registering learners into the Learner Information System (LIS) upon the submission of the required supporting documents and first date of attendance
- d. Learner – an individual enrolled in an educational institution offering basic education
- e. Moved in – learners coming from other schools who enrolled in the school in the

middle of  
the school year

f. Moved out – learners who were previously enrolled in the school but enrolled in other schools the middle of the school year

g. Temporarily enrolled – learners who are not officially enrolled due to deficiencies in submission of documentary requirements

h. Transferred in – learners aggregated by male and female who entered from one school to another, either government or private from 1st Friday of school calendar days to March 31

i. Transferred out – learners who left school to enter another school as evidenced by a request for permanent record (Form 137) from 1st Friday of school calendar days to March 31

j. Out of School Children (OSC) – persons aged 6 to 14 years who are not attending school

k. Out of School Youth (OSY) – persons aged 15 to 24 years who are not attending school, have not finished any college or post-secondary course, and are not working

l. Balik-Aral learner – a learner who went back to school and resume study after year/years of dropping out or discontinuing study

m. Indigenous Peoples (IP) learner – a learner born of either or both parents who are IP as defined in RA 8371 or the Indigenous Peoples Republic Act of 1997

n. Special Education (SPED) learner – a learner in need of basic education that takes into account the special needs of both the differently abled and the gifted

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

## **V. Enrollment Procedures**

### **A. Early Registration**

Early registration of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from the last Saturday of January to the last Friday of February of each year. Incoming Grades 2-6, Grades 8-10 and Grade 12 are considered pre-registered.

Early registration is conducted to achieve the following:

- a. Ensure all new entrants for Kindergarten, Grades 1, 7, and 11 learners are registered; and
- b. Locate, identify and register OSC and OSY in the community who may be characterized as:

- Living with disability/ies
- Living in an off-grid community
- Living in a barangay without a school
- Living in a geographically isolated area
- Displaced due to natural disaster
- Living in an armed conflict area
- Living in an area with high level of criminality/drug abuse
- Having chronic illness
- Having nutritional problem/s
- Victim of child abuse, economic exploitation
- Stateless/Undocumented
- In conflict with the law
- Living on the streets
- No longer in school but interested in going back to school

Offices in all governance levels, specifically those identified below, shall conduct an Information Dissemination and Advocacy Campaign to raise public awareness of early registration.

Office	Roles
Central Office <ul style="list-style-type: none"> <li>• Public Affairs Service</li> <li>• Bureau of Learning Delivery</li> <li>• Bureau of Human Resource and Organizational Development</li> <li>• Bureau of Learner Support Services</li> </ul>	The Central Office shall communicate the start of early registration and promote its conduct through all official channels e.g. DepEd website, DepEd Philippines Facebook page, other media platforms, etc
Regional Office (RO) and Schools Division Office (SDO)	<p>The Regional Director and schools Division Superintendent (SDS) shall lead and organize a team that will spearhead the advocacy campaign.</p> <p>The School Improvement Plan (SIP) Child Mapping Tool as provided in DepEd Order No. 44, s. 2015 attached as Annex 1 can be used to obtain basic information on the status of 4-17- year-old learners in the community, for</p>

	purposes of school planning.
School Level	<p>Schools shall undertake activities such as the following:</p> <ul style="list-style-type: none"> <li>• conduct house-to-house campaigns</li> <li>• post materials such as tarpaulins, banners, brochures</li> <li>• post on social media (Facebook, Instagram, etc.)</li> <li>• secure radio/television broadcast and advertisement</li> </ul> <p>Schools are encouraged to involve parents, local barangay officials, civic organizations, people's organizations, and other stakeholders.</p>

Elementary and secondary public school officials shall designate Early Registration Desks or Registration Centers in the school premises and individuals who will handle registration.

Each SDO shall identify areas without schools but may have enrollees. The SDS shall designate a focal person (preferably the Public Schools District Supervisor) to work with the concerned Barangay Chairperson for early registration to be done in the barangay. Likewise, registration of street children who were identified during Child Finding Activities shall be conducted by the SDOs in coordination with the local social worker of the Department of Social Welfare and Development (DSWD).

Learners with no existing profile in the LIS shall fill out the Basic Education Enrollment Form provided as Annex 2\*, and submit their Birth Certificate from the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO) or the local civil registrar, or barangay certification to the person in charge of registration. Pertinent information from these documents shall be encoded in the LIS to create the learners' profiles. They will then be tagged as pre-registered learners. LRNs will only be issued on the first date of attendance. Refer to Section VI. Enrollment Data Management of this policy.

Grades 1, 7, and 11 learners who have an existing account in the LIS i.e. have Learner Reference Numbers (LRNs) will be tagged as pre-registered but will still need to update their information by filling out the Basic Education Enrollment Form. It is the responsibility of the concerned school personnel to ensure that this updated information is reflected in the LIS.

During early registration, learners aged 6-12 who shall be enrolling in basic education for the first time shall be enrolled in appropriate grade levels on the basis