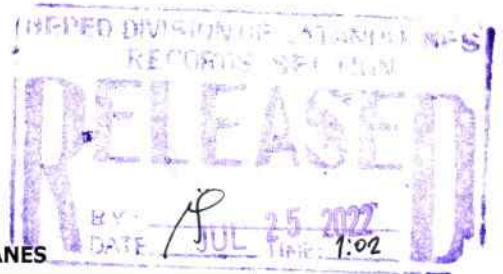




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



JUL 25, 2022

DIVISION MEMORANDUM

No. 357, s. 2022

INSTRUCTIONS IN THE CONDUCT OF ENROLMENT SY 2022-2023

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary School Heads
All Other Concerned

1. Pursuant to **DepEd Order 35, s. 2022** titled **Guidelines on Enrollment for School Year 2022-2023 In the Context of Re-Introduction of the In-Person Classes**, this office hereby issues guidance on the conduct of enrolment.
2. Enrollment period is from **July 25-August 22, 2022** consistent with DepEd Order (DO) No. 034, s. 2022 titled School Calendar and Activities for the School Year 2022-2023.
3. Attention is referred to the three modes of enrolment that parents, guardians and students may avail of as stipulated in Item No. V of the Policy Statement.
4. As far as practicable, the non-teaching personnel and the school heads shall take charge of the enrolment procedures in order to give teachers enough rest and preparation time for the August 22, 2022 opening of classes. However, should teachers be assigned in enrolment period, they shall be entitled to corresponding service credits per DepEd Order No. 53, s. 2003.
5. The schools are also advised on the use of Enhanced Basic Education Enrolment Form (EBEEF) shall be the official enrolment form, thus, the Modified Learner Enrolment Survey Form (MLESF) shall no longer be used.
6. The field is reminded that **NO CONTRIBUTION** should be asked from the parents and teachers during the enrolment period.
7. The private schools are advised to adopt the policies stipulated in the enrolment guidelines.
8. Widest dissemination of this Memorandum is desired.

Collano Susan
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SUSAN S. COLLANO
Schools Division Superintendent



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrowcatanduanes.com
DepEd Tayo-Region V - Catanduanes