



Republic of the Philippines
Department of Education

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

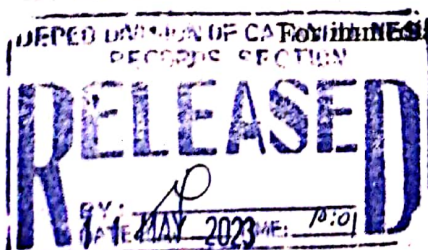
Early registration for the school year 2023–2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from May 10 to June 9, 2023.

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.

DepEd Complex, Meralco Avenue, Pasig City 1600 ☎ 8633-7208/8633-7228/8632-1361 📠 8636-4876/8637-6209 🌐 www.deped.gov.ph

May 10, 2023

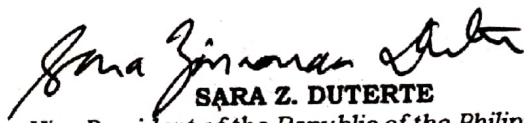
To: **All Concerned**



to dissemination and compliance.

Socorro V. Dela Rosa
SOCORRO V. DELA ROSA
Schools Division Superintendent

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.
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



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year -
 Grade level to Enroll:

Check the appropriate box only
 1. With LRN? Yes No 2. Returning (Balik-Aral) Yes No

INSTRUCTIONS:

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

LEARNER INFORMATION			
PSA Birth Certificate No. (if available upon registration) _____		Learner Reference No. <input style="width: 100px;" type="text"/>	
(LRN) Last Name <input style="width: 100%; height: 20px;" type="text"/>	Birthdate (mm/dd/yyyy) <input style="width: 100%; height: 20px;" type="text"/>	Place of Birth (Municipality/City) <input style="width: 100%; height: 20px;" type="text"/>	
First Name <input style="width: 100%; height: 20px;" type="text"/>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Age <input style="width: 30px;" type="text"/>	Mother Tongue <input style="width: 100%; height: 20px;" type="text"/>
Middle Name <input style="width: 100%; height: 20px;" type="text"/>	Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: _____		
Extension Name e.g., Jr., III (if applicable) <input style="width: 100%; height: 20px;" type="text"/>	Is your family a beneficiary of 4Ps? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, write the 4Ps Household ID Number below <input style="width: 100%; height: 20px;" type="text"/>			
Is the child a Learner with Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, specify the type of disability:			
<input type="checkbox"/> Visual Impairment <input type="checkbox"/> a. blind <input type="checkbox"/> b. low vision <input type="checkbox"/> Multiple Disorder	<input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Speech/Language Disorder	<input type="checkbox"/> Learning Disability <input type="checkbox"/> Emotional-Behavioral Disorder <input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Orthopedic/Physical Handicap <input type="checkbox"/> Special Health Problem/ Chronic Disease <input type="checkbox"/> a. Cancer
Current Address			
<input style="width: 150px;" type="text"/> House No.	<input style="width: 200px;" type="text"/> Sitio/Street Name	<input style="width: 150px;" type="text"/> Barangay	
<input style="width: 150px;" type="text"/> Municipality/City	<input style="width: 150px;" type="text"/> Province	<input style="width: 100px;" type="text"/> Country	<input style="width: 100px;" type="text"/> Zip Code
Permanent Address Same with your Current Address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input style="width: 150px;" type="text"/> House No./Street	<input style="width: 200px;" type="text"/> Street Name	<input style="width: 150px;" type="text"/> Barangay	
<input style="width: 150px;" type="text"/> Municipality/City	<input style="width: 150px;" type="text"/> Province	<input style="width: 100px;" type="text"/> Country	<input style="width: 100px;" type="text"/> Zip Code
PARENTS/GUARDIAN'S INFORMATION			
Father's Name			
<input style="width: 150px;" type="text"/> Last Name	<input style="width: 150px;" type="text"/> First Name	<input style="width: 150px;" type="text"/> Middle Name	<input style="width: 150px;" type="text"/> Contact Number
Mother's Maiden Name			
<input style="width: 150px;" type="text"/> Last Name	<input style="width: 150px;" type="text"/> First Name	<input style="width: 150px;" type="text"/> Middle Name	<input style="width: 150px;" type="text"/> Contact Number
Legal Guardian's Name			
<input style="width: 150px;" type="text"/> Last Name	<input style="width: 150px;" type="text"/> First Name	<input style="width: 150px;" type="text"/> Middle Name	<input style="width: 150px;" type="text"/> Contact Number

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

--	--	--	--	--	--	--	--

For Learners in Senior High School

Semester 1st 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

Modular (Print)

Online

Radio-Based Instruction

Blended

Modular (Digital)

Educational Television

Homeschooling

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