



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

July 11, 2024

**DIVISION MEMORANDUM**


No. 042, s. 2024


**CONDUCT OF SCHOOL YEAR 2024 - 2025 ENROLLMENT  
MONITORING ON SELECT SCHOOLS**

To : **MYLENE G. SAMONTE** – Principal I – Don Mariano Marcos ES  
**INDA D. NACUA** – Principal III – Ramon Magsaysay CES  
**ELIZABETHA R. BUERON** – Principal IV – Digos City NHS  
**ALDIN J. BARSALOTE, JR.** – Principal II – Digos City CES

1. Pursuant to Regional Memorandum PPRD-2024-076 and DepEd Memorandum No. 32, s. 2024 re: **“Conduct of School Year 2024 – 2025 Enrollment Monitoring on Select Schools”** that provides guidance to all public and private schools and community learning centers (CLCs) on Enrollment procedures and protocols for the incoming school year, the Planning Service – Education Management Information System Division (PS-EMISD) in coordination with Policy, Planning, and Research Division XI and Planning and Research Section of this Division will conduct school visits to your school from July 15-16, 2024.
2. The activity aims to monitor the implementation of policies and gather feedback on issues and concerns encountered during enrollment period. A focus group discussion will also be administered to School Heads and select teacher involved in the enrollment process during the monitoring.
3. Immediate dissemination of this memorandum is highly desired.

For and in the absence of the SDS:

 7/11/24  
**SOLLIE B. OLIVER**  
Chief ES - SGOD  
Officer In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: JUL 11 2024 TIME: 4:20  
BY: 

Enclosed: As stated.  
SGOD/PRME/ama



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RECEIVED** 124066  
 DATE: 11 JUL 2024 TIME: 9:56  
 BY:

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

PPRD-2024-076

To : Schools Division Superintendents  
 Davao City and Digos City  
 All Others Concerned

Subject : CONDUCT OF SCHOOL YEAR 2024-2025 ENROLLMENT  
 MONITORING ON SELECT SCHOOLS

Date : July 08, 2024

Pursuant to DepEd Memorandum No. 32, s, 2024 titled "Enrollment Guidelines for School Year (SY) 2014-2015" that provides guidance to all public and private school and community learning centers (CLCs) on enrollment procedures and protocols for the incoming school year, the Planning Service-Education Management Information System Division (PS - EMISD) in coordination with Policy, Planning, and Research Division XI will conduct school visits on select Schools Division Offices (SDOs) in Region XI on **July 15-19, 2024**.

This activity aims to monitor the implementation of policies and gather feedback on issues and concerns encountered during enrollment period. A focus group discussion will also be administered to School Heads and select teachers involved in the enrollment process during the monitoring.

For your information and reference, kindly see attached **Annex A** for the list of identified Schools with schedule of monitoring and assigned personnel.

Travel and other incidental expenses shall be charged against local funds subject to existing accounting and auditing rules and regulations.

Immediate dissemination and strict compliance are desired.

Digitally signed by  
 Farnazo Allan Gabriel  
 Date: 2024.07.11  
 08:57:09 +08'00'  
**ALLAN G. FARNAZO**  
 Director IV

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

BY:   
 DATE: Jul 11, 2024  
 34369

Enclosed: as stated

ROP6/smd



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depedroxi.ph

Doc. Ref. Code	RO-KMT-F001	Rev	00
Effectivity	07.01.24	Page	1 of 1







Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Office of the Regional Director

**Annex A**

Division	School ID	School Name	Assigned personnel	Schedule
Digos City	129766	Don Mariano Marcos ES	Marieta C. Atienza Shella Lu M. Dela Cerna Emmanuel Alpha Sicam Airon Alejandro	July 15, 2024
	129771	Ramon Magsaysay CES		July 16, 2024
	304400	Digos City NHS		
	129750	Digos City CES		
Davao City	304359	Daniel R. Aguinaldo NHS	Marieta C. Atienza Shella Lu M. Dela Cerna Emmanuel Alpha Sicam Fritzie Ivy J. Dalangin	July 17, 2024
	129558	Magallanes ES		July 18, 2024
	129506	Buhangin CES SPED Center		
	304360	Davao City NHS		
PPRD		<i>Closing Meeting</i>		July 19, 2024



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depedoxi.ph

Doc. Ref. Code	RC-KMT-F001	Rev	00
Effectivity	07.01.24	Page	2 of 2



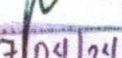




Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RECEIVED**

By:   
Date: 7/04/24 Time: 3:43:49

OUA-OUT- \_\_\_\_\_

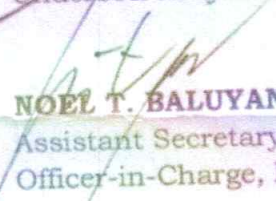
**MEMORANDUM**

**TO:**

- Regional Directors
- Schools Division Superintendents
- Policy, Planning and Research Division Chiefs
- School Governance & Operations Division Chiefs
- Regional Planning Officers
- Division Planning Officers
- All Others Concerned

**FROM:**

  
**NOLASCO A. MEMPIN**  
Undersecretary for Administration

  
**NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge, Planning Services

**SUBJECT:**

**SCHOOL YEAR 2024-2025 ENROLLMENT MONITORING**

**DATE:**

June 27, 2024

The Department of Education (DepEd) recently issued **DepEd Memorandum No. 32, s. 2024** titled: **Enrollment Guidelines for School Year (SY) 2024-2025**, to provide guidance to all public schools and community learning centers (CLCs) on the enrollment procedures and protocols for the incoming school year.

In line with this, the Planning Service-Education Management Information System Division (PS-EMISD) will conduct school visits in select Schools Division Offices (SDOs) to monitor the implementation of policies and gather feedbacks on issues and concerns encountered during the enrollment period. Focused Group Discussions will be administered to school heads and select teachers involved in the enrollment processes.

Likewise, the Policy, Planning and Research (PPRD) of the regions and School Governance & Operations Division (SGOD) of the SDOs with jurisdiction over the select

Room 508, 5<sup>th</sup> Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600



DepEd Philippines



@depedphilippines



@DepEd\_PH



www.deped.gov.ph

Telephone No.: (02) 8638-1780; Email: useforadministration@deped.gov.ph

schools are respectfully requested to provide administrative and logistics assistance to the PS-EMISD staff that will be assigned to their respective regions and divisions for the said monitoring activity.

Please see attached **Annex A** for the list of identified Schools Division Offices and schools with schedules that will form part of the monitoring, for your information and ready reference.

For further questions related to this matter, please contact PS-EMISD through the telephone numbers (02) 8635-3958/8635-3986 or email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).



Region	Division	BEIS School ID	School Name	Assigned Personnel	Schedule
NCR	Taguig City and Pateros	500340	Kapitan Eddie T. Reyes Integrated School		
NCR	Taguig City and Pateros	136891	Tenement Elementary School		
NCR	Taguig City and Pateros	136885	EM's Signal Village Elementary School	Aivan Kharlo C. Sueno	July 15-19, 2024
NCR	Taguig City and Pateros	305463	Signal Village National High School	Vladimir L. Defuntorum	
NCR	Quezon City	136540	Pres. Corazon C. Aquino E/S		
NCR	Quezon City	136539	Bagong Silangan Elementary School		
NCR	Quezon City	305330	Batasan Hills National HS		
NCR	Quezon City	305337	Justice Cecilia Muñoz Palma High School		
Region VII	Cebu Province	119298	Dalaguete CS		
Region VII	Cebu Province	119187	Carmen CS		
Region VII	Cebu Province	302985	Argao NHS	Ariel C. Tandingan	July 15-19, 2024
Region VII	Cebu Province	302938	Bantayan NHS		
Region VII	Cebu Province	302995	Daanbantayan NHS		
NCR	Muntinlupa City	305468	Muntinlupa NHS		
NCR	Muntinlupa City	320704	Tunasan National HS		
NCR	Muntinlupa City	136908	Alabang ES		
NCR	Muntinlupa City	228501	Pobacion ES	Julius G. Briones	July 15-19, 2024
NCR	Las Piñas City	136773	CAA Elementary School Main		
NCR	Las Piñas City	305430	Las Piñas National High School		
NCR	Las Piñas City	226501	Golden Acres Elementary School		
NCR	Las Piñas City	305432	Golden Acres National High School		
Region XI	Davao City	304360	Davao City NHS		
Region XI	Davao City	304359	Daniel R. Aguinaldo NHS		
Region XI	Davao City	129506	Buhangin CES SPED CENTER		
Region XI	Davao City	129558	Magallanes Elementary School	Marieta C. Atienza	July 15-19, 2024
Region XI	Digos City	304400	Digos City NHS (Davao Del Sur NHS)		
Region XI	Digos City	129771	Ramon Magsaysay CES		
Region XI	Digos City	129750	Digos City CES		
Region XI	Digos City	129766	Don Mariano Marcos ES		





Republic of the Philippines  
Department of Education

JUN 25 2024

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 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.



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 enforce 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](mailto:ps.emisd@deped.gov.ph), and the **Office the Assistant Secretary for Operations-Field Operations** at [asec.ops@deped.gov.ph](mailto: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

8