



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION OF CAGAYAN DE ORO CITY
RELEASED
JUN 04 2025

Office of the Schools Division Superintendent

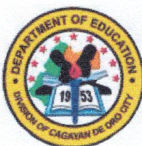
04 June 2025

DIVISION MEMORANDUM
No. 435 s.2025

ONLINE ORIENTATION ON THE REVISED BASIC EDUCATION ENROLLMENT
GUIDELINES

TO: Chiefs, CID and SGOD
Division Planning Officer
ALS Focal, SNED Focal, Private School Focal
This Division

1. Consistent with the mandate of the Department of Education (DepEd) to provide education services to Filipino children and youth, DepEd established the Basic Education Enrollment Policy through DepEd Order (DO) No. 3, s.2018 to unify the enrollment process in the basic education section – ensuring that no learners are deprived of their right to education regardless of their circumstance.
2. However, in response to the emerging challenges, documentary requirements and delays in the transmission of learners' records, a comprehensive review of related policies was conducted. In line with this, the Revised Basic Education Enrollment Policy was issued.
3. Corollary to this, the **Policy and Planning Service invites at least one (1) representative** from each of the identified offices in all Regional Offices (ROs) and Schools Division Offices (SDOs). Specifically, the orientation aims to (1) discuss the new provisions in the policy, (2) present the changes in the enrollment form, and (3) guide the field offices in the implementation of the new enrollment guidelines.
4. On this regard, an **online orientation** is scheduled on **June 5, 2025**, from **9:00 AM to 12:00 NN**.
5. Kindly confirm your attendance through this link: <https://bit.ly/RevEnrollmentOrye2025>. Upon confirmation, the meeting link shall be sent to the corresponding email address provided on the form. For further queries and clarifications, please contact PPS-PRDD through email address at ps.prd@deped.gov.ph.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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7. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DM No.312 s.2025; DM-OUHROD-2025-0846

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION
DM037-SGOD-PR-RSM / DIVISION MEMORANDUM
June 04, 2025



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR STRATEGIC MANAGEMENT
(POLICY, PLANNING, AND MONITORING & EVALUATION)

STR-250321-1338

MEMORANDUM

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ROGER B. MASAPOL**
Assistant Secretary, Strategic Management
Officer-In-Charge
Office of the Undersecretary for Strategic Management

SUBJECT : **ONLINE ORIENTATION WITH REGIONAL OFFICES (ROs) AND**
SCHOOLS DIVISION OFFICES (SDOs) ON THE REVISED BASIC
EDUCATION ENROLLMENT GUIDELINES

DATE : 03 JUNE 2025

Consistent with the mandate of the Department of Education (DepEd) to provide education services to Filipino children and youth, DepEd established the Basic Education Enrollment Policy through DepEd Order (DO) No. 3, s. 2018 to unify the enrollment process in the basic education section—ensuring that no learners are deprived of their right to education regardless of their circumstance.

However, in response to the emerging challenges, documentary requirements and delays in the transmission of learners' records, a comprehensive review of related policies was conducted. In line with this, the Revised Basic Education Enrollment Policy was issued.

Corollary to this, the **Policy and Planning Service invites at least one (1) representative** from each of the identified offices in all Regional Offices (ROs) and Schools Division Offices (SDOs) for an online orientation in the schedule indicated in the table below. Specifically, the orientation aims to (1) discuss the new provisions in the policy, (2) present the changes in the enrollment form, and (3) guide the field offices in the implementation of the new enrollment guidelines.

Date/Time	Office
JUNE 5, 2025 9:00 AM – 12:00 NN	Regional Office • Policy, Planning, and Research Division • Quality Assurance Division (Private School Focal) • Curriculum and Learning Management Division (ALS Focal, Kindergarten Focal, Private School Focal)

	Schools Division Office • School Governance and Operations Division – Planning Officer • Curriculum Implementation Division (ALS Focal, SNED Focal, Private School Focal)
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Kindly confirm your attendance through this link: <https://bit.ly/RevEnrollmentOrye2025>. Upon confirmation, the meeting link shall be sent to the corresponding email address provided on the form. For further queries and clarifications, please contact PPS-PRDD through email address at ps.prd@deped.gov.ph.

For consideration and appropriate action. Thank you.