



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division of Bulacan

July 25, 2022

**DIVISION MEMORANDUM**

No. 249 s. 2022

**DIVISION IMPLEMENTATION OF ENROLLMENT GUIDELINES FOR SCHOOL YEAR 2022 – 2023,  
RE-INTRODUCTION OF THE IN-PERSON CLASSES**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Anent to DepEd Order No. 35, s. 2022 entitled Guidelines on Enrollment for School Year 2022 – 2023 in the Context of Re-introduction of the In-Person Classes, the Department the Department of Education (DepEd) will be implementing the enhanced enrollment procedures that are reflective of the current health and safety situation in the country for Sy 2022-2023. Consistent with DepEd Order (DO) No. 034, s. 2022 or the School Calendar and Activities for the School Year 2022-2023, the enrollment shall begin on July 25 to August 22, 2022. These guidelines shall govern the SY 2022-2023 enrollment. For this purpose, provisions of DO 003, s. 2018 on the eligibility and documentary requirements, registration, tagging, and enrollment recording protocols shall remain in effect' Hence, this Office shall monitor data collection and encoding in the system and provide support and assistance to all schools.
2. Enrollment procedures can be done through:
  - a. In-person enrollment. This may be done in the schools where parents and/or learners can physically process the enrollment while observing minimum health and safety standards (i.e., wearing of facemask, temperature checks upon entry, availability of alcohols, and physical distance).
  - b. Remote enrollment. This can be facilitated by filling out of the digital forms and sending it through the official email address of the school or through any of the available messaging platforms provided by the school.
  - c. Enrollment through dropbox forms. Parents/legal guardians or the learners may fill out the forms in their homes and physically submit it through dropboxes in the schools where the learners are to be enrolled. Alternatively, schools may establish a dropbox in front of the school, in every Barangay Hall, or in any other visible location where parents and legal guardians can get the printed copy of the BEEF and submit the filled-up Form in the same dropbox.
3. The deadline for the submission of documentary requirements under Section V-A of DO No. 03, s. 2018 shall be on October 31, 2022 for both public and private schools. Only schools and their personnel shall transmit the learners' records, whether internally or externally. Schools shall not compel learners and/or their parents/legal guardians to take responsibility in the transmission of school records. This is in



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accordance with DepEd Order No. 54, s. 2016 (Guidelines on the Request and Transfer of Learner's School Records).

4. For Grade 6 graduates and Grade 10 completers who already enrolled in Grade 7 and Grade 11, respectively, transmission of the scanned copy of Form 137/ SF 10, together with other supporting or attached document to the receiving school is an option, provided that the request was made thru LIS portal - Tracking/Transfer facility, as instructed in DepEd Order 54, s.2016 (Guidelines on the Request and Transfer of Learner's School Records).
5. There will be a daily reporting of enrollment count and summary result of Enhanced BEEF and ALS Modified AF-2 from the start of enrollment period until one month after the opening of classes using the Quick Count Facility in LIS.
6. The School and Governance Operations Division through the Planning Officer shall monitor data collection and encoding in the system.
6. For more details of DepEd Order No. 35, s. 2022, specifically the copy of Enhanced Basic Education Enrollment Form, please download copies from DepEd website.
7. It is desired that this Memorandum be given widest dissemination and strict compliance of all schools is enjoined.

  
**ZENIA G. MOSTOLES, EdD., CESO V**  
Schools Division Superintendent 



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