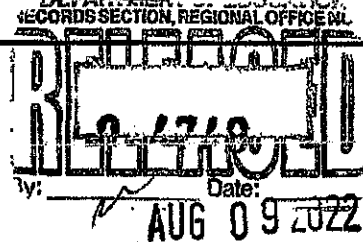


Republic of the Philippines  
Department of Education

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

Republic of the Philippines  
Department of Education  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**  
No. 459, s. 2022

**REITERATION OF THE PROVISIONS OF DEPED ORDER NO. 35, S. 2022  
GUIDELINES ON ENROLLMENT FOR THE SCHOOL YEAR 2022-2023 IN THE  
CONTEXT OF THE RE-INTRODUCTION OF THE IN-PERSON CLASSES**

To: Schools Division Superintendents

1. The Department of Education (DepEd) Central Office issued 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**", which aims to provide teachers, parents, legal guardians, and learners the guidelines for the enhanced procedures and processes of **in-person enrollment** as well the options for the **remote enrollment** and **drop box enrollment** this SY 2022-2023 that all adhere to national safety and health protocols.
2. Enrollment in all levels of education (Kindergarten, Elementary, Junior High Schools, and Senior High Schools, including ALS), this SY 2022-2023 is from **July 25 to August 22, 2022**. The Enrollment Forms to be used are the **Enhanced Basic Education Enrollment Form (eBEEF)** and **Modified ALS Enrollment Form (AF2)**, now available for download through the eBEIS Facility. The said forms are to be used to capture pertinent data of learners along with new relevant information like the Household ID Numbers of 4Ps Learners. Note that the last section of the eBEEF about the **Preferred Distance Learning Modality** is only intended to give schools information in case they are still under the transition period or what modality to implement in case there will be announcements of change in Alert Levels. Likewise, the State/Local Universities and Colleges (SUCs/LUCs) offering basic education and private schools are encouraged to adopt the policy to their specific contexts.
3. Anent to the previous provision, public schools that have conducted limited face-to-face classes last school year are expected to implement the 5-day in-person classes for the incoming school year. **School heads who will not implement in-person classes despite not being identified as a School in Transition are directed to submit a written explanation addressed to the Schools Division Superintendent and endorsed to the Regional Office before August 22, 2022. In-person classes shall cover all learners from**



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**Kindergarten to Senior High School. Schools Division Offices are sought to monitor compliance with the said directive.**

4. DepEd Order No. 003, s. 2018, in reference to the eligibility and documentary requirements, registration, tagging, and enrolment recording protocols shall remain in effect.
5. The Quick Count Facility is already available in the eBEIS for recording, reporting, and monitoring enrolment. **Schools in all sectors are directed to update their enrollment daily in the LIS Quick Count Facility.**
6. The Policy, Planning, and Research Division (PPRD) and Quality Assurance Division (QAD) in the Regional Office; and the School Governance Operations Division (SGOD) in SDOs shall conduct monitoring, provide technical assistance, and gather issues, best practices, and feedback, and facilitate timely submission of the enrollment update.
7. For your immediate dissemination and strict compliance.

Digitally signed by Edor May Batanga  
Date: 2022.08.29 14:13:13 +0800

**MAY B. ECLAR, PhD, CESO III**  
Regional Director

PPRD1/pprd4/pprd5



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