



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City



DIVISION MEMORANDUM NO. 017, s. 2018

DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBO. DEL NORTE  
DIPOLONG CITY 7100

TO : School Heads  
Public Schools District Supervisors  
All Others Concerned

**RELEASED**

MAY 04 2018  
NAME / SIGNATURE

FROM : The Office of the Schools Division Superintendent

SUBJECT : REITERATING THE DEPED BASIC EDUCATION ENROLLMENT  
POLICY FOR SY 2018-2019 AND SUCCEEDING YEARS

DATE : May 3, 2018

In furtherance of the policy of the Department to institutionalize an efficient enrollment process in public and private schools offering basic education nationwide, all concerned are reminded to review the salient provisions of DO 3, s. 2018, otherwise known as the *Basic Education Enrollment Policy*.

The policy sets forth procedures for early registration, enrollment, learner information system encoding as well as the eligibility and minimum documentary requirements for enrollment.

One of the minimum requirements for admission is the learner's PSA Birth Certificate, which shall then be attached to his permanent record. In the absence of this document, the parent or guardian may submit a Birth Certificate (late registration) from the local civil registrar or a barangay certification which contains the basic information of the child such as:

- Name of the child (first name, middle name, last name)
- Name of parents
- Date of birth
- Sex

If a learner fails to submit his/her PSA Birth Certificate during the registration, he/she will be given until August 31 to submit the same.

This policy will take effect for School Year 2018 – 2019 and succeeding years and repeals all previous issuances which are inconsistent thereto.

FOR GUIDANCE AND STRICT COMPLIANCE.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent

Reference:  
DO 3, s. 2018 (Basic Education Enrollment Policy)