



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: AUG 17 2021  
By: existed 9:08 am  
Ref. no. DM 580, s. 2021

16 August 2021

**DIVISION MEMORANDUM**

DM No. 580, s. 2021

**GUIDELINES ON ENROLLMENT FOR SCHOOL YEAR 2021-2022 IN THE CONTEXT OF  
CONTINUING NATIONAL PUBLIC HEALTH EMERGENCY DUE TO COVID-19**

**To:** OIC- Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Private and Public Secondary School Heads  
All Others Concerned

1. The Department of Education issues DepEd Order No 32, s. 2021 Re: Guidelines On Enrollment For School Year 2021-2022 In The Context Of Continuing National Public Health Emergency Due To Covid-19. Please see attached DepEd Order.
2. For orientation videos and presentation materials, please download them at <https://tinyurl.com/EnrollmentPPT20-21>.
3. Widest dissemination of and strict compliance to this Memorandum is earnestly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

parmjdf08/16/2021

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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Republic of the Philippines  
**Department of Education**

13 AUG 2021

DepEd ORDER  
No. **032**, s. 2021

**GUIDELINES ON ENROLLMENT FOR SCHOOL YEAR 2021-2022 IN THE CONTEXT  
OF THE CONTINUING NATIONAL PUBLIC HEALTH EMERGENCY DUE TO COVID-19**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private School Heads  
All Others Concerned

1. Amid the continuing national public health emergency due to COVID-19, the Department of Education (DepEd) remains resolved to find ways to improve the provision of learning opportunities to all Filipino learners for School Year (SY) 2021-2022. Taking into account the challenges and opportunities encountered, the Basic Education Learning Continuity Plan (BE-LCP) shall continue to be the blueprint and guidepost of DepEd continuing efforts ensuring learning continuity.
2. In this light, DepEd issues the enclosed **Guidelines on Enrollment for School Year 2021-2022 in the context of the continuing National Public Health Emergency due to COVID-19** to provide schools various options for implementing an enhanced enrollment process that adheres to the guidelines set by the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID), the Office of the President, and the Department of Health (DOH).
3. These guidelines shall guide parents, legal guardians, and teachers in the enrollment of learners for SY 2021-2022. This policy provides a range of options to facilitate the enrollment of learners for all public schools in basic education and Alternative Learning System (ALS) programs nationwide. State Universities and Colleges (SUCs) offering basic education and private schools in basic education are encouraged to adapt this policy to their specific contexts.
4. These guidelines shall govern only the SY 2021-2022 enrollment. DepEd Order No. 03, s. 2018 remains in effect, but its provisions inconsistent with these guidelines are suspended for SY 2021-2022.
5. For more information, please contact the **Education Management and Information Systems Division-Planning Service**, 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).
6. Immediate dissemination of and strict compliance with this Order is directed.



To authenticate this document,  
please scan the QR code.



DEPED-OSCEC 446499

**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

DepEd Order No. (03, s. 2018)

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

BASIC EDUCATION  
ENROLLMENT  
LEARNERS  
POLICY  
SCHOOLS  
TEACHERS

SMMA/APA/MPC, DO Guidelines on Enrollment for School Year 2021-2022  
0227 - August 5, 2021



## **Guidelines on Enrollment for School Year 2021-2022 in the Context of the Continuing National Public Health Emergency due to COVID-19**

### **I. Rationale**

The COVID-19 pandemic has engendered massive shifts in the functioning of governments and societies around the world. Particularly for the basic education sector in the Philippines, schools were forced to shift to remote learning, thus affecting more than 27 million Filipino learners in more than 60 thousand schools nationwide.

To facilitate learning continuity in the context of the continuing national public health emergency, the Basic Education Learning Continuity Plan (BE-LCP) in the Time of COVID 19, as contained in DepEd Order (DO) No. 012, s. 2020 entitled "Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in the Light of the COVID-19 Public Health Emergency" shall continue to provide guidance on the delivery of basic education for school year (SY) 2021-2022. The health, safety and wellbeing of all learners, teachers, and non-teaching personnel shall remain as the utmost priority of the Department.

The enrollment process is one of the key activities of the Department conducted in preparation for the school year opening. In this light, DepEd issues these **Guidelines on Enrollment for School Year 2021-2022 in the Context of the Continuing National Public Health Emergency due to COVID-19** in order to clarify the roles of key stakeholders in the enrollment process; to introduce improvements in the reporting mechanisms, the Learner Enrollment and Survey Form (LESF), and the encoding procedure in the Learner Information System (LIS); and to address considerations for vaccinated school personnel.

### **II. Scope**

This policy shall provide guidance to school heads, teachers, and parents/guardians regarding the new enrollment process for SY 2021-2022, which will start on **August 16, 2021** and continue until the start of the School Year on **September 13, 2021**, considering the health and safety measures required to prevent the spread of COVID-19.

The procedures and policies set forth under these guidelines shall be adopted by all public schools in basic education, including for Alternative Learning System (ALS) programs. State Universities and Colleges (SUCs) offering basic education and private schools in basic education are encouraged to adapt this policy to their specific contexts.

These guidelines shall apply only for SY 2021-2022. DO No. 03, s. 2018 remains in effect, but its provisions inconsistent with these guidelines are suspended for SY 2021-2022.

### **III. Definition of Terms**

For the purpose of this policy, the following terms are defined and understood as follows:



- a. **ALS Enrollment Focal Person (AEFP)** – personnel in charge of receiving the ALS enrollment form and respond to queries related to ALS.
- b. **ALS Form 2 (Enrollment Form)** – a basic information sheet of individuals who signified interest to enroll in ALS Program.
- c. **Balik-Aral Learner** - a learner who went back to school and resumed study after year/s of dropping out or discontinuing study.
- d. **Date of Official Enrollment** – refers to the date when the parent/guardian/learner confirmed the enrollment earlier made thru submission of MLESF or the date when the learner started to participate in any learning activities by September 13, 2021 onwards.
- e. **Dropbox Enrollment** – type of remote enrollment strategy where parents may just drop the accomplished MLESF in the enrollment dropbox or kiosk/booth, whichever is appropriate, located in front of the school gate, in front of the Barangay halls and other strategic locations that are accessible to parents and guardians.
- f. **Grade Level Enrollment Chair (GLEC)** – personnel assigned to manage and facilitate a smooth enrollment process for specific grade level.
- g. **Modified Learner Enrollment and Survey Form (MLESF)** - a tool that will be used to register learners for the school year and gather information on household capacity to facilitate the administration of various learning modalities (i.e., available devices, possible facilitators, etc.).
- h. **MLESF Summary Matrix Form** – A tabulation template for the selected MLESF data elements that will be used as reference in encoding/updating enrollment quick count in LIS for the period August 16 to September 13, 2021.
- i. **Remote enrollment** - a process of registering learners conducted without face-to-face interaction.
- j. **School Enrollment Focal Person (SEFP)** – personnel designated by the school to oversee the overall conduct of enrollment and who shall receive all MLESF submitted by parents or guardians.

#### IV. Policy Statement

DepEd adopts these guidelines to guide parents, legal guardians, school heads and teachers in the enrollment of learners for SY 2021-2022. This policy provides a range of options relating to the enrollment of learners for all public schools in basic education and ALS programs nationwide.

All learners who elect to enroll in public schools nationwide must be accepted and enrolled upon compliance with DO No. 03, s. 2018 or the Basic Education Enrollment Policy, as modified by these guidelines for SY 2021-2022.

These guidelines seek to ensure continued access to learning opportunities through the conduct of an enrollment process that is efficient, safe, and in line with minimum health and safety standards. The learner survey shall provide the necessary information to inform planning, resource allocation, policy formulation, and intervention development for improved service delivery throughout the public health emergency.

#### V. Enrollment Procedures

In keeping with strict physical distancing measures, enrollment for SY 2021-2022 shall primarily be administered remotely particularly in areas under Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ). However, parents and guardians may physically submit the Modified Learner Enrollment and Survey Forms (MLESF) in schools in lower risk areas (i.e., those under General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ) and lower) subject to strict observance of existing health protocols.. Teachers and non-



teaching personnel of schools who will be assigned to manage the enrollment are preferably vaccinated. Schools may also implement the dropbox enrollment method similarly to last school year.

The school enrollment focal person (SEFP) shall receive all submitted MLESF and turn them over to grade level coordinators, who shall then distribute them to prospective advisers. Prospective advisers shall encode the MLESF in the LIS BOSY Facility.

#### **Instruction to Parents/Guardians and Enrollees**

*1. For incoming Grades 1-6, 8-10, & 12 learners*

Parents of incoming Grades 1-6, 8-10 & 12 learners will be contacted by the school, preferably through previous advisers for remote enrollment procedures. However, parents/guardians may also reach out to their child's adviser for enrollment through the contact numbers published by the school.

*2. For incoming kindergarten, Grades 7 & 11*

Parents of incoming kindergarten, Grades 7 & 11 learners shall communicate/re-affirm their intent to enroll their children to a school of their choice via digital and/or physical enrollment platforms established by schools, which is similar procedures during the early registration.

*3. For transferees*

Learners planning to transfer from one school ("the originating school") to another ("the receiving school") shall directly contact the receiving school through its published enrollment contact details. Previous adviser is no longer required to facilitate submission of MLESF of learner that is about to transfer to another school.

*4. For Balik-Aral enrollees*

All Balik-Aral enrollees shall directly contact their preferred schools for enrollment. The receiving schools shall register enrollee's enrollment and survey data.

*5. For ALS enrollees*

ALS enrollees may communicate their intent to enroll via digital and/or physical enrollment platforms established by schools and barangays with community learning centers (CLCs). Modified ALS Form 2 (*Annex A*) shall be used for this purpose, consistent with DO No. 58, s. 2017. This form will be made available in digital and physical format.

#### **A. Protocol for Enhanced General Enrollment**

This section guides teachers and school administrators in determining how to implement modified general enrollment considering the health risk in their locality, and provides for procedures under each major stage in this process – pre-data collection, data collection, and data retrieval.



## **1. Pre-Data Collection**

### **a. Designation of School Enrollment Focal Person (SEFP), Grade Level Enrollment Chair (GLEC) and ALS Enrollment Focal Person (AEFP)**

School heads shall designate a School Enrollment Focal Person (SEFP) who will oversee the overall conduct of enrollment in the school. For very large, large, and medium schools, a Grade Level Enrollment Chair (GLEC) may be designated by the school head to facilitate the smooth implementation of enrollment procedures in their respective grade levels. The GLEC shall receive all MLESF, and turn them over to prospective class advisers who will then review and summarize the result data using the MLESF Summary Matrix Form.

Previous class advisers shall inform their previous advisory class of the need to accomplish the MLESF for SY 2021-2022.

All schools are directed to receive all accomplished ALS enrollment forms in their locality. School heads may designate AEFP particularly in schools hosting a school-based ALS class. The designated AEFP shall receive all accomplished ALS enrollment forms and shall coordinate with their Division ALS Coordinator (DALC) in processing the ALS enrollment Forms.

### **b. Establishment of digital and physical enrollment platforms**

SDOs and schools shall make the Modified Learner Enrollment and Survey Forms (MLESFs) (*Annex B*) available both in digital and print format.

Digital format of the MLESFs shall be made accessible/downloadable from the websites of the Central Office, Regional Offices (ROs), School Division Offices (SDOs) and Schools. It shall also be made available in the LIS Support page.

In coordination with barangay officials, schools may facilitate dropbox enrollment through setting up booths/kiosks in front of the school, in every Barangay Hall, and in other visible locations that are accessible to parents and guardians. The booths/kiosks will be the venue for schools to distribute printed MLESFs, enrollment procedures and contact details, as well as retrieve the accomplished MLESFs. The process shall strictly adhere to the health and safety standards defined by the IATF.

ROs and SDOs shall maintain or activate hotlines that they established during last year's enrollment period, or set up other communication lines that are dedicated for Oplan Balik Eskwela, to disseminate information and respond to queries on enrollment procedures.

### **c. Deferment of deadlines for submission of documentary requirements**

In recognition of the difficulties presented by the current public health emergency and the guidelines set by the IATF, deadlines for the



submission of documentary requirements under Section V-A of DO No. 03, s. 2018 shall be deferred to December 31, 2021. This shall apply to both public and private schools.

Only schools and their personnel shall coordinate the transmission of learners' records, whether internally (e.g. between a learner's previous and incoming class advisers) or externally (i.e. between schools). As such, **schools shall not compel learners and their parents/guardians to take responsibility for transmission of school records.**

**d. Transmittal of electronic format/scanned copy of credential document for specific grade levels**

For Grades 6 and 10 completers who already enrolled in Grade 7 and Grade 11 respectively, transmittal of scanned copy of Form 137/SF10 together with other supporting or attached documents to the receiving school is an option, provided that the request shall be made through the LIS portal – Tracking/Transfer facility in accordance with DO No. 54, s. 2016 (Guidelines on the Request and Transfer of Learner's School Records), and that the school official email (schoolid@deped.gov.ph) shall be used in sending/receiving by both schools.

The option to transmit scanned credentials/documents through official email instead of sending hard copies of documents is also available for kinder completers who opted to transfer and enroll to Grade 1 in another school. ALS mobile teachers may also use this option in sending an electronic/scanned copy of the Portfolio Assessment Passer Certificate for Elementary and Junior HS completers who enrolled in Grade 7 and Grade 11 respectively.

**e. Dissemination of information on enrollment procedures**

DepEd shall disseminate information on the enrollment procedures to the public through print, social media, radio, and television. Schools shall publish the contact number of schools and/or designated teachers for queries and enrollment procedures.

**f. Encouragement of stakeholder participation**

Active participation of stakeholders is crucial to the success of the enrollment process. DepEd shall exhaust all available means to engage stakeholders from information dissemination to the actual conduct of the enrollment.

Parents shall be encouraged to proactively communicate with school authorities during the enrollment period.

**2. Data Collection and Reporting**

Collection of MLESFs shall be implemented through various means such as phone call, short message service (SMS), and online submission to ensure the safety of all involved parties. Parents/guardians shall only use printed MLESFs as a last resort for enrolling their child in school.



**a. Through previous class advisers**

Previous class advisers shall contact each learner or parent in their respective advisory class from SY 2020-2021 using the contact information found in the School Form 1 (SF-1) and data obtained from early registration.

Contact shall as much as possible be done remotely, with priority given to phone calls, SMS, and social media (e.g. Facebook Messenger), whichever is mutually convenient for both parties.

**b. Through the initiative of parents/guardians**

Schools shall provide specific instructions on how parents/guardians of prospective enrollees may contact the school through the designated SEFPs.

Once contacted by the parents/guardians of prospective enrollees, designated SEFPs shall facilitate the collection of data stipulated in these guidelines through the GLEC.

SEFPs shall accommodate inquiries and facilitate data collection as remotely as possible, whether via phone call, SMS, or social media (e.g. Facebook Messenger), whichever is mutually convenient for both parties.

**c. Through established digital and physical platforms**

Schools shall provide specific instructions to guide the submission of enrollment and survey forms by the parents/guardians of prospective enrollees, especially transferees, kindergarten, Balik-Aral and ALS learners who obtained MLESFs from enrollment booths/kiosks.

**d. Enrollment Quick Count Reporting**

There will be a daily reporting of enrollment count and summary result of MLESFs from August 16, 2021 until September 17, 2022 using the Quick Count Facility in LIS. Instruction and system tutorial guide will be made available thru LIS support tab.

For teachers without laptops and internet connectivity at home, any physical reporting to school to encode MLESF data shall strictly adhere to the minimum health and safety standards.

**e. LIS Encoding**

***Enrollment and Tracking in LIS***

Following the same process in updating the enrollment status of learners at the Beginning of School Year (BOSY Updating), the enrollment status of learners in a school's registry shall be updated based on their SF-9 (Learner Progress Report Card).

For this purpose, the prospective class adviser shall encode collected learner data from the MLESF in the LIS.



School heads shall ensure that all teachers have the means to encode MLESF data. School heads shall also extend assistance to teachers who have pre-existing medical conditions and are not permitted to leave their homes, but who are also unable to encode in LIS at home.

Public and private schools shall start their encoding/updating of MLESF data in the LIS BOSY module on the **2<sup>nd</sup> week of September**.

***For Learners who Transferred Out from Private School with Unsettled Financial Obligations***

For learners who moved/transferred out from Private Schools but still have outstanding financial obligations, the receiving public school is instructed to accommodate the learner and assist the parent to execute an affidavit of undertaking as stipulated in DO No. 03, s. 2018. The originating Private School, within thirty (30) calendar days upon receipt of electronic notification of transfer through the LIS Portal – Tracking/Transfer Facility, is requested to review the validity of the request and to take required action by confirming the transfer request and clicking the unsettled account check box to tag/mark in the system that the learner is just Temporarily Enrolled in the current school, consistent with Section V.C of DO No. 03, s. 2018 which states that such learners *"shall be required to submit an Affidavit of Undertaking, signed by parent/guardian in order to be temporarily enrolled"*.

To ensure timely and accurate reporting of learners' movements from one school to another, the Division LIS System Administrator or the Division Planning Officer is reminded to monitor compliance of private and public schools concerned, and to maintain proper utilization of LIS, particularly the Tracking System, which is intended to monitor the physical transfer of learners. Any malicious intent/misutilization of LIS Tracking System that result in delays or in pending transfer transactions between schools shall be reported to the Office of the Schools Division Superintendent for appropriate action, in relation to DO No. 14, s. 2016.

**3. Data retrieval**

The Central Office (CO) shall retrieve new data pertaining to the MLESF from the LIS and shall process the results. ROs and SDOs shall be given access to the LIS quick count facility dashboard of their respective governance levels to allow them to process their respective enrollment counts.

**B. Functions and Responsibilities**

The table below shows the functions and responsibilities of each governance level during the key stages of the enrollment process:

Governance Level	Pre-Data Collection	Data Collection	Data Retrieval
Central Office	<u>Policy and planning</u> <ul style="list-style-type: none"> <li>Issue guidelines on enrollment</li> </ul>	<u>Monitoring</u> <ul style="list-style-type: none"> <li>Monitor data encoding in the</li> </ul>	<u>Analysis and evaluation</u> <ul style="list-style-type: none"> <li>Retrieve</li> </ul>



	<p>procedures</p> <p><u>Data and resource management</u></p> <ul style="list-style-type: none"> <li>• Design the MLESF and offline encoding for data collection</li> <li>• Modify LIS to accommodate new data requirements</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>• Provide information materials on the modified enrollment procedures</li> <li>• Disseminate information on the enrollment</li> </ul>	<p>system</p> <p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Provide necessary support and assistance to the field</li> </ul>	<p>necessary data from the LIS</p> <ul style="list-style-type: none"> <li>• Process results from the MLESF</li> <li>• Assess how these results may inform related policies and programs</li> <li>• Prepare regular enrollment updates for public consumption</li> </ul>
Regional Office	<p><u>Policy and planning</u></p> <ul style="list-style-type: none"> <li>• Issue regional policy document echoing national policy as necessary</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>• Disseminate information on the enrollment</li> <li>• Conduct orientation on the modified enrollment procedures</li> </ul>	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> <li>• Monitor data collection and encoding in the system</li> </ul> <p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Provide support and assistance to SDOs</li> </ul>	<p><u>Analysis and evaluation</u></p> <ul style="list-style-type: none"> <li>• Access summary of results from the MLESF</li> <li>• Assess the implications of results on learning delivery</li> <li>• Prepare regular regional enrollment updates for public consumption</li> </ul>
Schools Division Office	<p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Print enrollment form and excel template for data collection</li> </ul> <p><u>Coordination and linkages</u></p> <ul style="list-style-type: none"> <li>• Coordinate with</li> </ul>	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> <li>• Monitor data collection and encoding in the system</li> </ul> <p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Provide support</li> </ul>	<p><u>Analysis and evaluation</u></p> <ul style="list-style-type: none"> <li>• Access summary of results from the MLESF</li> <li>• Assess the implications of results on learning delivery.</li> </ul>



	<p>the LGU on the conduct of modified enrollment</p> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>• Disseminate information on the enrollment</li> <li>• Conduct orientation on the modified enrollment procedures</li> </ul>	<p>and assistance to schools</p>	<ul style="list-style-type: none"> <li>• Prepare regular SDO level enrollment updates for public consumption</li> </ul>
School	<p><u>Support and assistance</u></p> <ul style="list-style-type: none"> <li>• Ensure that all teachers have facility and assistance in data collection and LIS encodings</li> </ul> <p><u>Coordination and linkages</u></p> <ul style="list-style-type: none"> <li>• Coordinate with the LGU on the conduct of modified enrollment</li> </ul> <p><u>Communication</u></p> <ul style="list-style-type: none"> <li>• Disseminate information on the enrollment especially to parents/guardians</li> </ul>	<p><u>Monitoring</u></p> <ul style="list-style-type: none"> <li>• Monitor data collection and encoding in the system</li> </ul> <p><u>Technical support</u></p> <ul style="list-style-type: none"> <li>• Provide support to teachers during data collection and encoding</li> </ul>	<p><u>Analysis and evaluation</u></p> <ul style="list-style-type: none"> <li>• Assess summary of results from the MLESF</li> <li>• Assess how these results may affect the learning delivery</li> <li>• Prepare regular community enrollment updates for public consumption</li> </ul>

## VI. Data Privacy

1. Schools shall properly dispose of accomplished printed enrollment and learner survey forms after these are encoded in the LIS.
2. The Data Protection Officer shall ensure the Department's compliance with the requirements of the Data Privacy Act during the enrollment process. He/she may issue further guidelines as necessary.
3. Regional Directors, Schools Division Superintendents, and School Heads shall act as Data Compliance Officers at their respective levels of governance and



ensure the protection of collected personal information. They may use the results of the survey to plan and develop interventions for their respective jurisdictions consistent with the requirements of the Data Privacy Act.

4. The Planning Service shall process the results of the survey for policy and program development purposes consistent with the requirements of the Data Privacy Act.

## **VII. Monitoring and Evaluation**

The Planning Service through the Education Management Information System Division (EMISD), and the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHRD-SED) in the Central Office; the Policy, Planning, and Research Division (PPRD) and Quality Assurance Division (QAD) in ROs; and the School Governance Operations Division (SGOD) in SDOs shall conduct monitoring, provide technical assistance, and gather issues, best practices, and feedback, provided that these activities shall be done remotely.

All stakeholders, particularly parents and guardians, are encouraged to provide feedback relative to the implementation of these enrollment guidelines to [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

## **VIII. Effectivity**

These guidelines shall govern only the SY 2021-2022 enrollment and rescind DO No. 08, s. 2020. DO No. 03, s. 2018 remains in effect but its provisions inconsistent with these guidelines are suspended for SY 2020-2021.

Certified copies of this DepEd Order shall be registered with the University of the Philippines Office of the National Administrative Register.

## **IX. References**

**DepEd Order No. 08, s. 2020.** Guidelines on Enrollment for School Year 2020-2021 in the Context of the Public Health Emergency Due to COVID-19

**DepEd Order No. 03, s. 2018** - Basic Education Enrollment Policy

**DepEd Order No. 58, s. 2017** – Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Standardization of Permanent Records

**DepEd Order No. 54, s. 2016** - Guidelines on the Request and Transfer of Learner's School Records

**DepEd Order No. 14, s. 2016** - Updating of Learner Profiles for End of School Year (EOSY) 2015 -2016 on the Learner Information System (LIS)





## PAGPAPATALA NG MAG-AARAL AT SURVEY FORM HINDI IPINAGBIBILI ANG FORM NA ITO

Mga dapat sundin:

1. Ang enrollment survey na ito ay sasagutan ng magulang/tagapag-alaga ng mag-aaral.
2. Basahing mabuti ang mga tanong at sagutan ang mga angkop na espasyo at isulat nang maayos sa MALALAKING TITIK ang iyong mga sagot. Sa mga aytem na hindi angkop, itagay ang N/A.
3. Para sa mga katanungan at paglilinaw, humingi ng tulong sa guro/ taong nakatalaga.

### A. ANTAS AT IMPORMASYON NG PAARALAN

A1. Taong Panuruan	<input type="text"/>	A2. I-check lamang ang naaangkop	<input type="checkbox"/> Walang LRN	<input type="checkbox"/> May LRN	A3. <input type="checkbox"/> Returning (Balik-Aral)
A4. Bailang na nais ipatala:	A7. Huling paaralang pinasukan:	A8. ID ng Paaralan:	A11. Paaralan kung saan nais i-enroll ang mag-aaral.		
A5. Huling bailang na natapos:	A9. Adres ng Paaralan:	A12. ID ng Paaralan:			
A6. Huling natapos na taon sa paaralan:	A10. Uri ng Paaralan <input type="checkbox"/> Pampubliko <input type="checkbox"/> Pribado	A13. Adres ng Paaralan			
PARA LAMANG SA SENIOR HIGH SCHOOL:					
A14. Semestre (1 <sup>st</sup> /2 <sup>nd</sup> ):		A15. Track:		A16. Strand (if any):	

### B. IMPORMASYON NG ESTUDYANTE

B1. - Numero na nakalagay sa Serpiko ng Kapanganakan (Birth Certificate) mula sa PSA (kung may dala nang kopya)	<input type="text"/>	B2. Learner Reference Number (LRN)	<input type="text"/>
B3. APELYIDO	<input type="text"/>		
B4. PANGALAN	<input type="text"/>		
B5. GITNANG PANGALAN	<input type="text"/>		
B6. EXTENSION NAME e.g. Jr., III (kung mayroon) <input type="text"/>			
B7. Petsa ng Kapanganakan (Buwan/Araw/Taon)	<input type="text"/>		
B8. Edad <input type="checkbox"/>	B9. Kasarian <input type="checkbox"/> Lalaki <input type="checkbox"/> Babae	PARA SA MGA MAG-AARAL NA MAY KAPANSANAN	
B10. Nabibilang sa katutubong grupo/ Komunidad ng Katutubong Kultural	<input type="checkbox"/> Oo <input type="checkbox"/> Hindi	B14. Ang mag-aaral ba ay nangangailangan ng espesyal na tulong sa pag-aaral? (hal.: sa pisikal, mental, kondisyong medical, bukod sa iba pa) <input type="checkbox"/> Mayroon <input type="checkbox"/> Wala	
B11. Kung oo, saang grupo nabibilang:	B15. Kung MAYROON, isulat kung ano ang natatanging kalagayan ng bata:		
B12. Kinagisnang wika:	B16. May nagagamit bang "assistive technology devices" sa inyong bahay tulad ng screen reader, braille or DAISY? <input type="checkbox"/> Mayroon <input type="checkbox"/> Wala		
B13. Relihiyon:	B17. Kung MAYROON, isulat kung ano ito:		
B18. Email Address	<input type="text"/>		

### TIRAHAN

B19. Numero ng bahay at kalye	B20. Subdivision/ baryo/ purok/ sitio	B21. Barangay
B22. Lungsod/ Munisipalidad	B23. Probinsiya/ Lalawigan	B24. Rehiyon

### C. IMPORMASYON NG MAGULANG/TAGAPAG-ALAGA

AMA	INA	TAGAPAG-ALAGA
C1. Buong pangalan (Apelyido, Pangalan, Gitnang Pangalan)	C4. Buong pagkadalagang pangalan (Apelyido, Pangalan, Gitnang Pangalan)	C7. Buong pangalan (Apelyido, Pangalan, Gitnang Pangalan)
C2. Pinakamataas na antas na natapos sa pag-aaral <input type="checkbox"/> Hindi Nakapag-aral <input type="checkbox"/> Hindi Nakapag-aral pero marunong magbasa at magsulat <input type="checkbox"/> Nakatutong ng Elementarya <input type="checkbox"/> Nakapagtapos ng Elementarya <input type="checkbox"/> Nakatutong ng Sekundarya <input type="checkbox"/> Nakapagtapos ng Sekundarya <input type="checkbox"/> Nakapag-aral Pagkatapos ng Sekundarya (Kolehiyo, Masteral/Doktorado) o Nakapag-aral ng Teknikal/Bokasyonal	C5. Pinakamataas na antas ng pag-aaral na natapos <input type="checkbox"/> Hindi Nakapag-aral <input type="checkbox"/> Hindi Nakapag-aral pero marunong magbasa at magsulat <input type="checkbox"/> Nakatutong ng Elementarya <input type="checkbox"/> Nakapagtapos ng Elementarya <input type="checkbox"/> Nakatutong ng Sekundarya <input type="checkbox"/> Nakapagtapos ng Sekundarya <input type="checkbox"/> Nakapag-aral Pagkatapos ng Sekundarya (Kolehiyo, Masteral/Doktorado) o Nakapag-aral ng Teknikal/Bokasyonal	C8. Pinakamataas na antas ng pag-aaral na natapos <input type="checkbox"/> Hindi Nakapag-aral <input type="checkbox"/> Hindi Nakapag-aral pero marunong magbasa at magsulat <input type="checkbox"/> Nakatutong ng Elementarya <input type="checkbox"/> Nakapagtapos ng Elementarya <input type="checkbox"/> Nakatutong ng Sekundarya <input type="checkbox"/> Nakapagtapos ng Sekundarya <input type="checkbox"/> Nakapag-aral Pagkatapos ng Sekundarya (Kolehiyo, Masteral/Doktorado) o Nakapag-aral ng Teknikal/Bokasyonal
C3. Numero sa telepono (cellphone/ telephone) & email add	C6. Numero sa telepono (cellphone/ telephone) & email add	C9. Numero sa telepono (cellphone/ telephone) & email add



## D. KAPASIDAD AT KAPARAANAN NG TAHANAN PARA SA DISTANCE LEARNING

D1. Ilang miyembro sa inyong tahanan (kabilang na ang i-enrol) ang mag-aaral ngayong taong panuruan 2020-2021? Ilagay kung ilan sa bawat baitang.

Kinder _____	Baitang 4 _____	Baitang 6 _____	Baitang 12 _____
Baitang 1 _____	Baitang 5 _____	Baitang 9 _____	Iba pa: _____
Baitang 2 _____	Baitang 6 _____	Baitang 10 _____	(Hal.: Kolehiyo, bokasyonal at iba pa.)
Baitang 3 _____	Baitang 7 _____	Baitang 11 _____	

D2. Sino-sino sa miyembro ng inyong tahanan ang maaaring tumulong sa *distance learning* na pag-aaral ng bata? Piliin ang lahat ng naaangkop.

<input type="checkbox"/> magulang o tagapag-alaga	<input type="checkbox"/> iba pa (tutor, katulong)
<input type="checkbox"/> nakatatandang kapatid	<input type="checkbox"/> Wala
<input type="checkbox"/> lolo o lola	<input type="checkbox"/> may kakayahang mag-aral ang bata nang mag-isa
<input type="checkbox"/> iba pang kamag-anak	

D3. Anong mga kagamitan sa tahanan ang magagamit ng bata para sa pag-aaral?

<input type="checkbox"/> cable TV	<input type="checkbox"/> radio
<input type="checkbox"/> non-cable TV	<input type="checkbox"/> desktop computer
<input type="checkbox"/> basic cellphone	<input type="checkbox"/> laptop
<input type="checkbox"/> smartphone	<input type="checkbox"/> wala
<input type="checkbox"/> tablet	<input type="checkbox"/> Iba pa: _____

D4. Mayroon bang internet signal sa inyong lugar?

☐ Mayroon

☐ Wala

Kung WALA, laktawan ang D6.

D5. Paano ka nakaka-*connect* sa internet? Piliin ang lahat ng naaangkop.

☐ sariling mobile data

☐ sariling DSL, WIFI o satellite

☐ computer shop

☐ Sa iba pang lugar sa labas ng bahay na may connection ng internet tulad ng silid-aklatan, barangay/munisipyo, kapitbahay o kamag-anak

☐ Wala

D6. Ano-anong pamamaraan ng "*distance learning*" ang nais mo para sa iyong anak? Piliin ang lahat ng naaangkop.

<input type="checkbox"/> online learning	<input type="checkbox"/> modular
<input type="checkbox"/> telebisyon	<input type="checkbox"/> magkahalong pagtuturo sa silid-aralan at ang apat na nabanggit sa taas
<input type="checkbox"/> radyo	<input type="checkbox"/> Iba pa: _____

D7. Anong mga hadlang ang maaaring makaapekto sa proseso ng pagkatuto ng iyong anak gamit ang *distance education*? Piliin ang lahat ng naaangkop.

<input type="checkbox"/> kawalan ng gadgets/kagamitan	<input type="checkbox"/> may mga kasabay na ibang gawaing bahay
<input type="checkbox"/> kakulangan sa badyet para sa load/data	<input type="checkbox"/> kawalan ng lugar para sa pag-aaral
<input type="checkbox"/> Hindi maayos na koneksiyon sa cellphone/internet	<input type="checkbox"/> mga sagabal sa pag-aaral (hal.: social media, ingay mula sa komunidad/kapitbahay)
<input type="checkbox"/> may suliraning pangkalusugan	<input type="checkbox"/> nawalan o lumipat ng tirahan dahil sa community quarantine
<input type="checkbox"/> nahinirapang mag-aral nang mag-isa	<input type="checkbox"/> Iba pa: _____

## E. LIMITADONG "FACE-TO-FACE" NA PAG AARAL

E1. Kung sakaling pahintulutan ang limitadong "*face-to-face*" na pag-aaral, pumapayag ka ba na dumalo/pumunta sa ganitong klase o paraan ng pagtuturo ang iyong (mga) anak?

☐ Oo pumapayag ako

☐ Hindi ako pumapayag

E.2 Kung ang iyong sagot ay **Hindi Ako Pumapayag**, pakisuyong pumili ng isa lamang pangunahing dahilan na nasa ibaba o isulat ang iyong dahilan ng hindi pagpapahintulot.

<input type="checkbox"/> Takot o pangambang mahawaaan ng virus na Covid-19	<input type="checkbox"/> Limitado o walang masasakyan
<input type="checkbox"/> Kasalukuyang may karamdaman or mahinang kalusugan	<input type="checkbox"/> Tumutulong sa mga Gawain sa Tahanan
<input type="checkbox"/> Delikado dahil sa Armadong Tungalian o Posibleng Engkwentro sa pagitan ng Militar at nasa Kabilang Panig ng Gobyerno	<input type="checkbox"/> Nagtatrabaho o tumutulong sa Negosyo ng pamilya
	<input type="checkbox"/> Iba pang kadahilanan (sabihin ang dahilan)

Aking pinatutunayan na ang nabanggit na impormasyon ay totoo at tama sa abot ng aking kaalaman at pinahihintulutan kong gamitin ng kagawaran ng edukasyon ang mga impormasyon ng aking anak upang makabuo at/o i-update ang kanyang *profile* sa *learner information system*. Ang mga impormasyon dito at dapat na ituring na kumpidensiyal at naaayon sa *Data Privacy Act of 2012*.

Lagda sa ibabaw ng Pangalan ng Magulang/Tagapag-alaga

Petsa

Para lamang sa empleyado ng Paaralan. Sasagutan ng Gurong Tagapayo

\*PETA NG OPISYAL NA PAGPAPATALA  
(Month/Day/Year)

Baitang

Track (para sa SHS)

\*Ito ay petsa na ang mag-aaral ay kumpirmado na at nagsimula na sa pakikibahagi sa anumang aktibidad o aralin para sa ikatututo pagkatapos ng September 12, 2021





# MODIFIED LEARNER ENROLLMENT AND SURVEY FORM

THIS FORM IS NOT FOR SALE

## Instructions:

1. This enrollment survey shall be answered by the parent/guardian of the learner.
2. Please read the questions carefully and fill in all applicable spaces and write your answers legibly in CAPITAL letters. For items not applicable, write N/A.
3. For questions/ clarifications, please ask for the assistance of the teacher/ person-in-charge.

## A. GRADE LEVEL AND SCHOOL INFORMATION

A1. School Year  -  A2. Check the appropriate boxes only ☐ No LRN ☐ With LRN A3. ☐ Returning (Balik-Aral)

A4. Grade Level to enroll:  A7. Last School Attended:  A8. School ID:  A11. School to enroll in:  A12. School ID:

A5. Last grade level completed:  A9. School Address:  A13. School Address:

A6. Last school year completed:  A10. School Type: ☐ Public ☐ Private

**FOR SENIOR HIGH SCHOOL ONLY:**  
A14. Semester (1<sup>st</sup>/2<sup>nd</sup>):  A15. Track:  A16. Strand (if any):

## B. STUDENT INFORMATION

B1. PSA Birth Certificate No. (if available upon enrollment)  B2. Learner Reference Number (LRN)

B3. LAST NAME

B4. FIRST NAME

B5. MIDDLE NAME

B6. EXTENSION NAME e.g. Jr., III (if applicable)

B7. Date of Birth  /  /

B8. Age  B9. Sex ☐ Male ☐ Female

B10. Belonging to Indigenous Peoples (IP) ☐ Yes ☐ No

B11. If yes, please specify:

B12. Mother Tongue:

B13. Religion:

B18. Email Address:

### For Learners with Special Education Needs

B14. Does the learner have special education needs? (i.e. physical, mental, social disability, medical condition, giftedness, among others)  
☐ Yes ☐ No

B15. If yes, please specify:

B16. Do you have any assistive technology devices available at home? (i.e. screen reader, Braille, DAISY)  
☐ Yes ☐ No

B17. If yes, please specify:

### ADDRESS

B19. House Number and Street  B20. Subdivision/ Village/ Zone  B21. Barangay

B22. City/ Municipality  B23. Province  B24. Region

## C. PARENT/ GUARDIAN INFORMATION

Father	Mother	Guardian
C1. Full Name (last name, first name, middle name) <input type="text"/>	C4. Full Maiden Name (last name, first name, middle name) <input type="text"/>	C7. Full Name (last name, first name, middle name) <input type="text"/>
C2. Highest Educational Attainment <input type="checkbox"/> No Formal Schooling <input type="checkbox"/> No Formal Schooling but able to read and write <input type="checkbox"/> Elementary level <input type="checkbox"/> Elementary Graduate <input type="checkbox"/> High School Level <input type="checkbox"/> High School Graduate <input type="checkbox"/> After High School Education (College / Post Grad) or Technical/Vocational	C5. Highest Educational Attainment <input type="checkbox"/> No Formal Schooling <input type="checkbox"/> No Formal Schooling but able to read and write <input type="checkbox"/> Elementary level <input type="checkbox"/> Elementary Graduate <input type="checkbox"/> High School Level <input type="checkbox"/> High School Graduate <input type="checkbox"/> After High School Education (College / Post Grad) or Technical/Vocational	C8. Highest Educational Attainment <input type="checkbox"/> No Formal Schooling <input type="checkbox"/> No Formal Schooling but able to read and write <input type="checkbox"/> Elementary level <input type="checkbox"/> Elementary Graduate <input type="checkbox"/> High School Level <input type="checkbox"/> High School Graduate <input type="checkbox"/> After High School Education (College / Post Grad) or Technical/Vocational
C3. Contact number/s (cellphone/ telephone)/Email Address <input type="text"/>	C6. Contact number/s (cellphone/ telephone) /Email Address <input type="text"/>	C9. Contact number/s (cellphone/ telephone) /Email Address <input type="text"/>

C10. Is your family a beneficiary of 4Ps? ☐ Yes ☐ No



## D. HOUSEHOLD CAPACITY AND ACCESS TO DISTANCE LEARNING

D1. How many of your household members (including the enrollee) are studying in School Year 2021-2022? Please specify each.

Kinder \_\_\_\_\_ Grade 4 \_\_\_\_\_ Grade 8 \_\_\_\_\_ Grade 12 \_\_\_\_\_  
 Grade 1 \_\_\_\_\_ Grade 5 \_\_\_\_\_ Grade 9 \_\_\_\_\_ Others \_\_\_\_\_  
 Grade 2 \_\_\_\_\_ Grade 6 \_\_\_\_\_ Grade 10 \_\_\_\_\_ (ie college, vocational etc)  
 Grade 3 \_\_\_\_\_ Grade 7 \_\_\_\_\_ Grade 11 \_\_\_\_\_

D2. Who among the household members can provide instructional support to the child's distance learning? Choose all that applies.

☐ parents/ guardians ☐ others (tutor, house helper)  
☐ elder siblings ☐ none  
☐ grandparents ☐ able to do independent learning  
☐ extended members of the family

D3. What devices are available at home that the learner can use for learning? Check all that applies.

☐ cable TV ☐ radio  
☐ non-cable TV ☐ desktop computer  
☐ basic cellphone ☐ laptop  
☐ Smartphone ☐ none  
☐ Tablet ☐ others: \_\_\_\_\_

D4. Is there an internet signal in your area?

☐ Yes  
☐ No  
 (If NO, proceed to D7)

D5. How do you connect to the internet? Choose all that applies.

☐ own mobile data  
☐ own broadband internet (DSL, wireless fiber, satellite)  
☐ computer shop  
☐ other places outside the home with internet connection (library, barangay/ municipal hall, neighbor, relatives)  
☐ None

D6. What distance learning modality/ies do you prefer for your child? Choose all that applies.

☐ online learning ☐ modular learning  
☐ Television ☐ combination of face to face with other modalities  
☐ Radio ☐ others: \_\_\_\_\_

D7. What are the challenges that may affect your child's learning process through distance education? Choose all that applies.

☐ lack of available gadgets/ equipment ☐ conflict with other activities (i.e., house chores)  
☐ insufficient load/ data allowance ☐ high electrical consumption  
☐ unstable mobile/ internet connection ☐ distractions (i.e., social media, noise from community/neighbor)  
☐ existing health condition/s ☐ others: \_\_\_\_\_  
☐ difficulty in independent learning

## E. LIMITED FACE TO FACE

E1. In case limited face to face classes will be allowed, are you willing to allow your child/ children to participate?

☐ Yes ☐ No

E.2 If the answer is no, please select only 1 major consideration or state specific reason

☐ Fear of Getting Infected of Corona Virus ☐ Limited or no available transportation from home to school and vice versa  
☐ Existing illness or health related concerns ☐ Helping in household chores  
☐ Presence of Arm Conflict ☐ Helping Family business or working  
☐ Others, specify \_\_\_\_\_

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date Accomplished

For questions/clarifications, kindly contact the school through the following:

Telephone/Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

\* DATE OF OFFICIAL ENROLLMENT

(Month/Day/Year)

Grade Level

/   /

Track (for SHS)





Republic of the Philippines  
Department of Education  
**ALTERNATIVE LEARNING SYSTEM**  
**ALS ENROLMENT FORM (AF2)**  
**Learner's Basic Profile**



Date: \_\_\_\_\_ LRN (if available): \_\_\_\_\_

**Personal Information (Part I)**

Last Name		First Name		Middle Name		Name Extension	
• Address: _____ House No./Street/Sito _____ Barangay _____ Municipality/City _____ Province _____							
• Birthdate (mm/dd/yyyy): ____/____/____				Place of Birth (Municipality/City): _____			
• Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		• Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Separated <input type="checkbox"/> Solo Parent					
• Religion: _____		• IP (Specify ethnic group): _____		• Mother Tongue: _____		PWD: <input type="checkbox"/> Yes <input type="checkbox"/> No	
• Contact Number/s: _____				4Ps: <input type="checkbox"/> Yes <input type="checkbox"/> No			
• Name of Father/Legal Guardian							
Last Name		First Name		Middle Name		Occupation	
• Mother's Maiden Name							
Last Name		First Name		Middle Name		Occupation	

**Educational information (Part II)**

• Last grade level completed

Elementary ☐ K ☐ G-1 ☐ G-2 ☐ G-3 ☐ G-4 ☐ G-5 ☐ G-6

Junior High School: ☐ G-7 ☐ G-8 ☐ G-9 ☒ G-10

• Why did you drop out of school? (For OSY only)

☐ No school in Barangay ☐ School too far from home ☐ Needed to help family

☐ Unable to pay for miscellaneous and other expenses Others: \_\_\_\_\_

• Have you attended ALS learning sessions before? ☐ YES ☐ NO

If Yes:

Name of the Program: \_\_\_\_\_ Level of Literacy: ☐ Basic ☐ Elem. ☐ JHS ☐ InfEd

Year Attended: \_\_\_\_\_ Have you completed the Program? (Yes/No) \_\_\_\_\_

If NO, state the reason: \_\_\_\_\_

**Accessibility and Availability (Part III)**

• How far is it from your home to your Learning Center? \_\_\_\_\_ in kms \_\_\_\_\_ in hours and mins.

• How do you get from your home to your Learning Center? ☐ Walking ☐ Motorcycle ☐ Bicycle ☐ Others (Pls. Specify) \_\_\_\_\_

• When can you attend your Learning Session?

What specific time can you be at your Learning Center?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Teacher/Community ALS Implementor/Learning Facilitator: Signature and Date \_\_\_\_\_

Learner: Signature and Date \_\_\_\_\_