



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 327, s. 2025

**ATTENDANCE TO THE ONLINE ORIENTATION WITH REGIONAL OFFICES
(ROs) AND SCHOOL DIVISION OFFICES (SDOs) ON THE REVISED
BASIC EDUCATION ENROLLMENT GUIDELINES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors - SGOD and CID
All Others Concerned

1. Pursuant to STR-250321-1338, s. 2025, titled "Online Orientation with Regional Offices (ROs) and Schools Division Offices (SDOs) on the revised Basic Education Enrollment Guidelines" all identified are hereby informed of the **online orientation** of the new enrollment guidelines scheduled on **June 5, 2025**, from **9:00 AM to 12:00 NN**.
2. 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.
3. The following are expected to attend the orientation:
 - Planning Officer
 - Private School Focal
 - ALS/SNED Focal
4. Immediate and wide dissemination of this memorandum is highly encouraged.

Annie K. Pineda
for **VILMA D. EDA, CESO V**
Schools Division Superintendent

Reference:
Enclosure: STR-250321-1338

SGOD/gpc/Enrollment



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@depd.gov.ph
Website: www.depedvigancity.com
Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> • School Governance and Operations Division – Planning Officer • Curriculum Implementation Division (ALS Focal, SNED Focal, Private School Focal)
--	---

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.