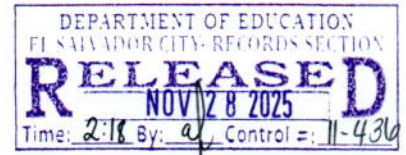




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



November 27, 2025

DIVISION MEMORANDUM
NO. 436, s. 2025

ADVANCE PREPARATIONS FOR THE END-OF-THE-SCHOOL YEAR (EOSY) 2025-2026
LEARNER INFORMATION SYSTEM (LIS) DATA HOUSEKEEPING
AND SCHOOL FORMS UPDATING

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Section Heads
Program Holders
School Heads, Elementary & Secondary Schools
All Concerned
This Division

1. In line with **DepEd Order No. 58, s. 2017**, "Adoption of New School Forms," **DepEd Order No. 11, s. 2018**, "Guidelines on the Preparation and Checking of School Forms", and **DepEd Order No. 17, s. 2025**, "Revised Basic Education Enrollment Policy" the Schools Governance Operations Division through the Planning Unit will conduct a 2-days seminar-workshop on advance housekeeping in Learner Information System Data and School Forms Updating on December 18-19, 2025 from 8:00 AM-5:00 PM. Venue will be announce through a separate issuance.
2. The said activity aims to achieve the following:
 - a.) to enhance data quality and integrity of the Learner Information System (LIS)
 - b.) to ensure accurate and timely updating of all required school forms;
3. Participants of the said activity are the following:


Participants	No.
Division Office Personnel	6
ICT Coordinators (Public & Private Schools	30
4. Further, the participants are directed to bring the following:
 - a.) Laptop
 - b.) Extension Cords
 - c.) Wifi or related connectivity device
5. Lastly, the participants, prior to the workshop proper are required to do the following:
 - a.) Review **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. 11, s. 2018**, “Guidelines on the Preparation and Checking of School Forms”, **DepEd Order 017, s. 2025** — “Revised Basic Education Enrollment Policy”.

- b.) Download School Form 1 for each of the organized classes for 3 school year 2022-2023, 2023-2024 and 2024-2025
 - c.) Submit to the Planning Unit all the documentary requirement of all learners with pending enrollment issues
6. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocols related to the activity. Hence, all actions shall be based solely on established guidelines with no discrimination on the basis of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation. This serves as **Authority to Travel**.
6. For information, guidance and strict compliance.

RANDOLPH B. TORTOLA
Schools Division Superintendent

For the Schools Division Superintendent


CONNIEBEL C. NISTAL
Assistant Schools Division Superintendent

ATCH: As stated

Reference:

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

DepEd Order No. 58, s. 2017
DepEd Order No. 11, s. 2018
DepEd Order No. 17, s. 2025

SGOD-kba



Republic of the Philippines
Department of Education

27 NOV 2017

DepEd O R D E R
No. **58** s.2017

**ADOPTION OF NEW FORMS FOR KINDERGARTEN, SENIOR HIGH SCHOOL,
ALTERNATIVE LEARNING SYSTEM, HEALTH AND NUTRITION, AND PERMANENT
RECORDS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. With the nationwide implementation of the K to 12 Basic Education Program, particularly of Senior High School (SHS), and the intensified implementation of the Alternative Learning System (ALS), the additional sets of school and ALS forms are hereby adopted. This policy complements DepEd Order No. (DO) 4, s. 2014 entitled *Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014*.
2. This policy institutes new forms to be used in schools and other institutions delivering basic education, particularly Kindergarten, SHS, and ALS, and standardizes the forms for the learners' Health and Nutrition, and Permanent Records.
3. The new, standardized forms shall be used in all public schools and ALS Community Learning Centers starting SY 2017-2018. Private schools, state and local colleges and universities as well as other higher educational institutions offering basic education are enjoined to adopt the said forms.
4. The following documents are enclosed:
 - a. Enclosure No. 1. Guidelines on the Adoption of the New Forms for Kindergarten, SHS, ALS, Health and Nutrition, and Permanent Records;
 - b. Enclosure No. 2 School and ALS Forms (includes Data Element Description and Instructions on Filling Out the Forms)
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary



Republic of the Philippines
Department of Education

07 MAR 2018

DepEd ORDER
No. **11**, s. 2018

GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Preparation and Checking of School Forms** for the preparation, updating and evaluation of school forms in basic education starting end of School Year 2017-2018.
2. The mechanisms and simplified procedures prescribed by these guidelines are anchored on the principles of accountability, accuracy and reliability of data, and efficiency. They shall reduce the time and effort of school personnel spent for clerical tasks and records management without compromising the accuracy of the learners' information and quality of school forms.
3. All existing Orders, Memoranda, and related issuances inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.
4. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl: As stated

References: DepEd Order: Nos. 33, s. 201; 34, s. 2014; 36, s. 2016; and 58, s. 2017

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

BASIC EDUCATION	LEARNERS
DATA	POLICY
FORMS	SCHOOLS

APA/DO- Guidelines on the Preparation and Checking of School Forms
0035/January 13/2-6, 2018



Republic of the Philippines
Department of Education

JUN 13 2025

DepEd ORDER
No. 017, s. 2025

REVISED BASIC EDUCATION ENROLLMENT POLICY

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Revised Basic Education Enrollment Policy** for school year (SY) 2025–2026 and the subsequent SYs thereafter, to provide an efficient and inclusive enrollment process in public and private schools and Alternative Learning System (ALS) community learning centers (CLCs).
2. This Order aims to provide the standards and guidelines for enrollment in basic education, where all types of learners, whether school-age, out-of-school children, youth, and adults (OSCYA) shall be accepted in any basic education institution for formal or nonformal education nationwide upon presentation of the minimum documentary requirements.
3. This Order repeals DepEd Order No. 03, s. 2018 titled Basic Education Enrollment Policy. All other related issuances inconsistent with this Order are repealed, rescinded, or modified accordingly.
4. This Order shall take effect upon its approval, issuance, and 15 days after its publication in the Official Gazette or a newspaper of general circulation. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
5. For further information, please contact the **Policy and Planning Service** or the **Office of the Undersecretary for Operations**, both located at the Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through the following:

Policy and Planning Service

Email Address: ps.od@deped.gov.ph
Telephone Number: (02) 8687-2744

Office of the Undersecretary for Operations

Email Address: ouops@deped.gov.ph
Telephone Numbers: (02) 8631-8492, 8633-5313, or 8633-7242

6. Immediate dissemination of and strict compliance with this Order is directed.


SONNY ANGARA

Secretary

Encl.:

As stated

Reference:

DepEd Order (No. 03, s. 2018)

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



ADMISSION
ALTERNATIVE LEARNING SYSTEM
BASIC EDUCATION
ENROLLMENT
KINDERGARTEN
LEARNERS
POLICY
REQUIREMENTS
SCHOOLS