



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

June 9, 2025

DIVISION MEMORANDUM
No. **348**, s. 2025

**ONLINE REGIONAL ORIENTATION ON THE REVISED BASIC EDUCATION
ENROLLMENT GUIDELINES**

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Schools Administrators and School Heads
All Others Concerned

1. Attached is the Regional Memorandum no. 053, s. 2025, titled, Online Regional Orientation on the Revised Basic Education Enrollment Guidelines, which is self-explanatory.
2. The orientation details will be as follows:

DATE	TIME	PARTICIPANTS
June 10, 2025	PM Session (1:00PM – 5:00PM)	All Public schools - School Heads - School Registrars - Enrollment Committee Members
June 11, 2025	PM Session (1:00PM – 5:00PM)	All Private Schools
Meeting Link: https://bit.ly/2025EnrolmentGuidelines Meeting ID: 487 654 922 562 6 Passcode: sv63dh2L For Attendance: https://bit.ly/2025EnrolmentOrientationAttendance		

3. For widest dissemination and strict compliance.


FAY C. LUAREZ EdD, PhD. TM, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent




Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **10534**s. 2025

06 JUN 2025

**ONLINE REGIONAL ORIENTATION ON THE REVISED
BASIC EDUCATION ENROLLMENT GUIDELINES**

To: Schools Division Superintendents
School Heads of Public and Private Schools
All Others Concerned

1. The Regional Office, through Policy, Planning, and Research Division (PPRD), will conduct an **Online Orientation** with ROs and SDOs on the **Revised Basic Education Enrolment Guidelines** on **June 10-11, 2025 (Tuesday-Wednesday)**, from **8:00 AM to 12:00 PM / 1:00 – 5:00 PM** via Microsoft Teams with details below:

- <https://bit.ly/2025EnrolmentGuidelines>
- Meeting ID: 487 654 922 562 6
- Passcode: sv63dh2L



for Attendance:

<https://bit.ly/2025EnrolmentOrientationAttendance>



Date	Time	Participants	
June 10, 2025	AM Session (08:00 - 12:00)	Cebu Province Division	
June 10, 2025	PM Session (01:00 - 05:00)	Bohol Division and Tagbilaran City Division	
June 11, 2025	AM Session (08:00 - 12:00)	Bogo City Carcar City Cebu City City of Naga Danao City	Lapu-Lapu City Mandaue City Talisay City Toledo City
June 11, 2025	PM Session (01:00 - 05:00)	All Private Schools	

2. This orientation aims to:
- 2.1 Explain the Enrolment Procedure by providing a clear overview of the steps, schedules, and documentary requirements based on current DepEd policies.
 - 2.2 Present the Enrolment Modalities by distinguishing between in-person and remote Enrolment processes to ensure accessibility and compliance across different contexts.



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- 2.3 Clarify the Roles and Responsibilities of regional, division, and school personnel involved in the Enrolment Process to promote accountability and efficiency.
- 2.4 Reinforce Data Privacy Principles by ensuring the proper handling and protection of learner information in accordance with the Data Privacy Act.
- 2.5 Familiarize Participants with the Enrolment Forms used in capturing and validating learner information for official records.
- 2.6 Demonstrate Proper Learner Information System (LIS) Management by guiding participants on accurate encoding, updating, and transferring of learner records within the LIS.
3. The following are the **expected participants** from each identified office:
- a. Regional Office**
- Policy, Planning and Research Division (PPRD) Personnel
 - Quality Assurance Division (QAD)
Dr. Fritzie Soronio, EPSvr
 - Curriculum and Learning Management Division (CLMD)
Dr. Gilda Bancog – EPSvr
Dr. Melona Lumantao - EPSvr
 - Field Technical Assistance Division (FTAD) Personnel
- b. Schools Division Office**
- School Governance and Operations Division (Planning Officer)
 - Curriculum Implementation Division
 - ALS Focal
 - SNED Focal
 - Private School Focal
- c. Schools (Public and Private Schools)**
- School Heads
 - School Registrar / School Registrar Designate
 - Enrolment Committee Members
4. Attached is the **program schedule matrix** for each session (AM and PM) as **Annex A**. Participants are advised to review the flow and join the session **at least 15 minutes before the indicated starting time** for proper registration and attendance tracking.
5. Expenses for meals, and supplies and materials for Regional Office, Schools Division Offices, and Schools shall be charged against the MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum, as well as strict compliance with its provisions, is hereby directed.

SALUSTIANO T. JIMENEZ EdD, JD, CESO III
Director IV
Regional Director

STJ/FYA/PPRD/MLB/rpt



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