



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

**Office of the Schools
Division Superintendent**

July 2, 2025

DIVISION MEMORANDUM

No. 408 , s. 2025

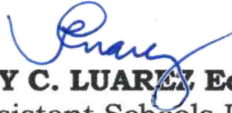
REITERATION ON THE REVISED BASIC EDUCATION ENROLLMENT POLICY

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

1. Attached is the Regional Memorandum no. 0617, s. 2025, titled, Reiteration on the Revised Basic Education Enrollment Policy, which is self-explanatory.
2. The requirement for transferees upon enrollment from public to private schools or vice versa within the country is their SF9 (Report Card), signed by the School Head or a letter certifying the last grade level the learner completed, signed by the School Registrar.
3. For transferees from private schools with unsettled financial obligations, please refer to item ii under *Information System Management for Enrollment Data*, to wit:

“For learners who transferred out from private schools but still have outstanding financial obligations, the receiving public school is instructed to accommodate the learners and assist the parents/legal guardian in the execution of an affidavit of undertaking. The originating private school within thirty (30) calendar days upon receipt of electronic notification of transfer through LIS portal, is requested to review the validity of the request and take required action by confirming the transfer request and clicking the unsettled account button/check box to tag/mark in the system that the learners are Temporary Enrolled in the current school year.”

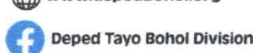
4. For widest dissemination and strict compliance.


FAY C. LUAREZ, EdD, PhD. TM, CESO VI
Assistant Schools Division Superintendent

Officer-in-Charge
Office of the Schools Division Superintendent



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

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0617**, s. 2025

24 JUN 2025

REITERATION ON THE REVISED BASIC EDUCATION ENROLLMENT POLICY

To: Schools Division Superintendents
Assistant Schools Division Superintendents
CID Chiefs
SGOD Chiefs
School Heads
All Others Concerned

1. With reference to DepEd Order No. 17 s. 2025, or the "*Revised Basic Education Enrollment Policy*," this Office reiterates that the requirement for transferees upon enrollment from public to private schools or vice versa within the country is their SF 9 (Report Card), signed by the School Head or a letter certifying the last grade level the learner completed, signed by the School Registrar.

2. For transferees from private schools with unsettled financial obligations, please refer to item ii under *Information System Management for Enrollment Data*, to wit:

"For learners who transferred out from private schools but still have outstanding financial obligations, the receiving public school is instructed to accommodate the learners and assist the parent/ legal guardian in the execution of an affidavit of undertaking. The originating private school within thirty (30) calendar days upon receipt of electronic notification of transfer through LIS portal, is requested to review the validity of the request and take required action by confirming the transfer request and clicking the unsettled account check box to tag/mark in the system that the learners are Temporarily Enrolled in the current school year."

3. Immediate and wide dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director

STJ/FYA/QAD/BDT/fcs



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