

5. Enrollment (walk-in)

This is the process of registering learners into the Learner Information System (LIS) upon submission of complete requirements.

Office or Division:	Schools
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	Learners
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Basic Education Enrollment Form/Modified Learner's Enrollment Survey Form (MLESF) -1 original, 1 photocopy	Records/Guidance Office
2. Affidavit of Undertaking - 1 original copy	
3. Pledge of Transferee – 1 original copy	
4. Learner's Credentials (SF9/Form 138 and SF10/Form 137)	
5. PSA Birth Certificate (formerly NSO) - 1 original, 2 photocopies	Philippine Statistics Authority / Local Civil Registrar
6. Barangay Certification	Barangay Hall
<i>Eligibility Standards from DepEd Order 03, s. 2018</i>	
Kinder Children aged five years old by October 31st of the School Year they enroll	
Grade 1 <ul style="list-style-type: none"> a. Children who completed Kindergarten programs in DepEd Accredited schools & centers b. Certificate of Completion and Progress Report Card c. Children who are six (6) years old and above by October 31st of the school year they will enroll in and who have not completed Kindergarten d. Result of Early Childhood Care and Development (ECCD) Assessment Checklist e. Children who are completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners (DO47, s 2016) f. Result of Philippine Educational Placement Test (PEPT) or Philippine Validating Test (PVT) 	School
	Bureau of Education Assessment (BEA), DepEd Central Office

Grade 7				
a. Grade 6 Graduate			School	
b. School Form 9 Grade 6 (formerly Form 138)				
c. PEPT Passer or A&E Test Passer				
d. Result of PEPT or A&E Test			BEA, DepEd Central Office	
Grade 11				
a. Grade 10 Completer			School	
b. School Form 9 Grade 10 (formerly Form 138)				
c. PEPT Passer or A&E Test Passer				
d. Result of PEPT or A&E Test			BEA, DepEd Central Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Legibly fill- out the Basic Education Enrollment Form, Affidavit of Undertaking, Pledge of Transferees (For Transferees)	1.1 Check the completeness of information in the Basic Education Enrollment Form and other relevant requirements. Accomplish needed information in the forms.	None	15 minutes	School Enrollment Focal Person
2. Submit complete requirements for enrollment per grade level	2.1. Receive and log complete requirements per grade level If incomplete, tag as Temporary enrolled & required to submit Affidavit of Undertaking	None	15 minutes	School Enrollment Focal Person
	2.2. Approval of transfer	None	10 minutes	School Head
	2.3 Endorse list of enrollees to Records/ Registrar	None	1 day	School Enrollment Focal Person

	2.4 Complete the List of Enrollees for sectioning: a. old learners b. Incoming Kinder/ Grade1 / Grade 7 / Grade 11 / Balik-Aral / Transferees	None	1 hour	Teacher/Adviser
	2.5 Post List of Learner's Section.	None	2 days	Teacher/Adviser
3. Access list of learner's section.	3.1 Post List of Learner's Sections	None	1 hour	Teacher/Adviser
	TOTAL:	None	Old learners: 1 day, 1 hour, 40 minutes New Learners: 3 days, 40 minutes	