



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

June 3, 2020



The School Principal

Private Elementary, Secondary and Senior High Schools
Division of Cagayan de Oro City

Sir/Ma'am:

Greetings of hope amidst the pandemic challenges.

Relative to the opening of classes, all concerned are informed of the following Enrolment Guidelines for private schools for School Year 2020-2021:

1. Private school enrollees shall be required to accomplish the Learner Enrolment and Survey Form (LESF). This form will be submitted to the private school they wish to enroll in through online platforms or through the concerned school's prescribed enrolment process on or before **June 30, 2020**.
2. The school may continue to use their current enrolment form but the said LESF form shall be required based on DepEd Order No. 8 s.2020. The LESF digital and electronic forms can be downloaded from the LIS announcement page.
3. *For Electronic LESF Consolidation Template.* The school shall encode their LESF data upon collection in the provided template while waiting for the respective LIS encoding schedule. Deadline for the submission of the enrolment summary (**summary database sheet ONLY**) will be on **June 30, 2020** through leanorconsejo.rollan@deped.gov.ph



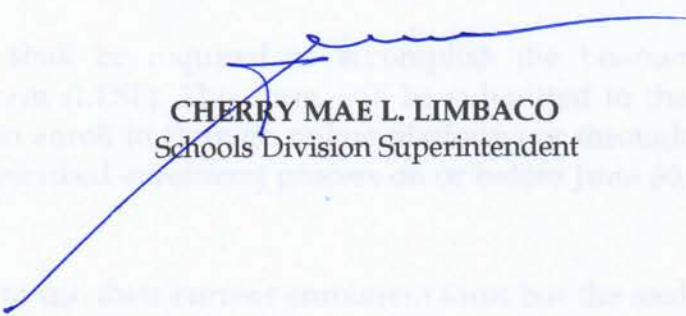
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048

4. For LIS Encoding. The school shall complete their encoding of LESF data in the LIS EOSY module not later than **July 7, 2020**.
5. For this school year, cut-off age for kindergarten learners should be five (5) years old as of **October 31** (DepEd Order No. 20, s.2018).
6. For monitoring purposes, all private schools are enjoined to report their **DAILY** enrolment through this link: <https://bit.ly/PrivEnrollmentQC>
7. All private schools in the Division of Cagayan de Oro City are also encouraged to join the Division official facebook group (DepEd CDO Private Schools) for updates and referral of concerns.
8. All enrolment activities shall comply with the minimum health standards set by DepEd, consistent with the guidelines of the Department of Health (DOH), Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and Office of the President.

Should there be any concern relative to this issuance, please contact Mrs. Eleanor H. Rollan, private schools division coordinator or Dr. Jean S. Macasero, Private Schools Senior High School Coordinator.

Thank you.

Very truly yours,


CHERRY MAE L. LIMBACO
Schools Division Superintendent





LEARNER ENROLLMENT AND SURVEY FORM
THIS FORM IS NOT FOR SALE

Instructions:

1. This enrollment survey shall be answered by the parent/guardian of the learner.
2. Please read the questions carefully and fill in all applicable spaces and write your answers legibly in CAPITAL letters. For items not applicable, write N/A.
3. For questions/ clarifications, please ask for the assistance of the teacher/ person-in-charge.

A. GRADE LEVEL AND SCHOOL INFORMATION

A1. School Year - A2. Check the appropriate boxes only No LRN With LRN A3. Returning (Balik-Aral)

A4. Grade Level to enroll: _____ A7. Last School Attended: _____ A8. School ID: _____ A11. School to enroll in: _____ A12. School ID: _____

A5. Last grade level completed: _____ A9. School Address: _____ A13. School Address: _____

A6. Last school year completed: _____ A10. School Type: Public Private

FOR SENIOR HIGH SCHOOL ONLY:
A14. Semester (1st/2nd): _____ A15. Track: _____ A16. Strand (if any): _____

B. STUDENT INFORMATION

B1. PSA Birth Certificate No. (if available upon enrollment) B2. Learner Reference Number (LRN)

B3. LAST NAME

B4. FIRST NAME

B5. MIDDLE NAME

B6. EXTENSION NAME e.g. Jr., III (if applicable) _____

B7. Date of Birth (Month/Day/Year) / /

B8. Age B9. Sex Male Female

B10. Belonging to Indigenous Peoples (IP) Community/Indigenous Cultural Community Yes No

B11. If yes, please specify: _____

B12. Mother Tongue: _____

B13. Religion: _____

For Learners with Special Education Needs

B14. Does the learner have special education needs?
 Yes No

B15. If yes, please specify: _____

B16. Do you have any assistive technology devices available at home? (i.e. screen reader, Braille, DAISY)
 Yes No

B17. If yes, please specify: _____

ADDRESS

B18. House Number and Street _____ B19. Barangay _____

B20. City/ Municipality _____ B21. Province _____ B22. Region _____

C. PARENT/ GUARDIAN INFORMATION

Father	Mother	Guardian
C1. Full Name (surname, full name, middle name)	C7. Full Maiden Name (surname, full name, middle name)	C13. Full Name (surname, full name, middle name)
C2. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school	C8. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school	C14. Highest Educational Attainment <input type="checkbox"/> Elementary graduate <input type="checkbox"/> High School graduate <input type="checkbox"/> College graduate <input type="checkbox"/> Vocational <input type="checkbox"/> Master's/Doctorate degree <input type="checkbox"/> Did not attend school
C3. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working	C9. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working	C15. Employment Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (i.e. family business) <input type="checkbox"/> Unemployed due to ECQ <input type="checkbox"/> Not working
C4. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No	C10. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No	C16. Working from home due to ECQ? <input type="checkbox"/> Yes <input type="checkbox"/> No
C5. Contact number/s (cellphone/ telephone)	C11. Contact number/s (cellphone/ telephone)	C17. Contact number/s (cellphone/ telephone)



D. HOUSEHOLD CAPACITY AND ACCESS TO DISTANCE LEARNING

D1. How does your child go to school? Choose all that applies.

- walking public commute (land/ water) family-owned vehicle school service

D2. How many of your household members (including the enrollee) are studying in School Year 2020-2021? Please specify each.

- Kinder _____ Grade 4 _____ Grade 8 _____ Grade 12 _____
 Grade 1 _____ Grade 5 _____ Grade 9 _____ Others _____
 Grade 2 _____ Grade 6 _____ Grade 10 _____ (ie college, vocational, etc)
 Grade 3 _____ Grade 7 _____ Grade 11 _____

D3. Who among the household members can provide instructional support to the child's distance learning? Choose all that applies.

- parents/ guardians others (tutor, house helper)
 elder siblings none
 grandparents able to do independent learning
 extended members of the family

D4. What devices are available at home that the learner can use for learning? Check all that applies.

- cable TV radio
 non-cable TV desktop computer
 basic cellphone laptop
 smartphone none
 tablet others: _____

D5. Do you have a way to connect to the internet?

- Yes
 No
 (If NO, proceed to D7)

D6. How do you connect to the internet? Choose all that applies.

- own mobile data
 own broadband internet (DSL, wireless fiber, satellite)
 computer shop
 other places outside the home with internet connection (library, barangay/ municipal hall, neighbor, relatives)
 none

D7. What distance learning modality/ies do you prefer for your child? Choose all that applies.

- online learning modular learning
 television combination of face to face with other modalities
 radio others: _____

D8. What are the challenges that may affect your child's learning process through distance education? Choose all that applies.

- lack of available gadgets/ equipment conflict with other activities (i.e., house chores)
 insufficient load/ data allowance high electrical consumption
 unstable mobile/ internet connection distractions (i.e., social media, noise from community/neighbor)
 existing health condition/s others: _____
 difficulty in independent learning

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

 Signature Over Printed Name of Parent/Guardian

 Date

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE
 (Month/Day/Year)

/ /

Grade Level _____

Track (for SHS) _____



To authenticate this document, please scan the QR code.



DEPED-OSEC-433014



Republic of the Philippines
Department of Education

19 APR 2018

DepEd ORDER
No. 020 s. 2018

**AMENDMENT TO DEPED ORDER NO. 47, S. 2016, OTHERWISE KNOWN AS THE
"OMNIBUS POLICY ON KINDERGARTEN EDUCATION," CLARIFYING THAT THE
CUT-OFF AGE POLICY IS APPLICABLE TO BOTH PUBLIC AND PRIVATE SCHOOLS
AND PROVIDING FOR TRANSITORY PROVISIONS TO ACCOMMODATE KINDER
AND GRADE ONE ENROLLEES FOR SY 2018-2019 AND SY 2019-2020 WHO MAY
BE AFFECTED BY THIS POLICY, AND FOR OTHER PURPOSES**

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

1. Republic Act No. (RA) 10157, or the *Kindergarten Education Act of 2012*, declares that it shall be the policy of the State to provide equal opportunities for all children to avail of accessible mandatory and compulsory kindergarten education.
2. RA 10157 and RA 10533, or the *Enhanced Basic Education Act of 2013*, provide that kindergarten education shall mean "one year of preparatory education for children at least five (5) years old as a prerequisite for Grade 1."
3. The Department of Education (DepEd) is vested, under RA 10157, with the authority to regulate the organization, operation and/or implementation of the kindergarten education program of both public and private schools. The DepEd is further charged with the function to oversee and supervise the organization, operation and implementation of the kindergarten education program and exercise authority over the operation of private kindergarten institutions.
4. The kindergarten curriculum is designed to respond to the holistic developmental needs of five (5) year old learners along socio-emotional, values, physical health and motor, aesthetic/creative, mathematics, understanding of the physical and natural environment, language, literacy, and communication. Moreover, the first quarter of the curriculum is designed to strengthen the learners' preparation to meet the Kindergarten learning standards.
5. In view of the foregoing considerations, the Department hereby issues this Order clarifying the applicability of DepEd Order No. 47, s. 2016, or the *Omnibus Policy on Kindergarten Education*, to both public and private schools, thereby amending said Order to read as follows:

- A. Item VI.15.A of the enclosure to DepEd Order No. 47, s. 2016 is hereby amended to read as follows:

“VI. Enrolment Procedures

15. All Regional Directors, Schools Division Superintendents, and School Heads of both public and private schools are directed to accept children in accordance with the following guidelines:

- A. Age qualification for Kindergarten learners in **both public and private schools** should be five (5) years old by June 1 of every calendar year. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of August on the condition that the **Philippine Early Childhood Development (ECD) Checklist must be administered to the learner** prior to the start of the opening of the school year, to ensure that the learner is capable of meeting the expectations of the grade level. Parents may provide documentation and/or certification of the learner’s previous Early Childhood Education (ECE) experiences (i.e., preschool, day care, pre-Kindergarten) in addition to the results of the Philippine ECD Checklist.

For schools commencing their school year beyond June, the requirement that Kindergarten learners should be five (5) years old by June 1 and the extension period ending on August 31 shall be adjusted. For schools commencing their school year in July, Kindergarten learners should be five (5) years old by July 1 and the extension period shall be until September 30. For schools commencing their school year in August, Kindergarten learners should be five (5) years old by August 1 and the extension period shall be until October 31.”

- B. To recognize the right of private schools to impose additional requirements that are consistent with existing laws, rules and regulations, a new Item VI.15.E is hereby added to the enclosure to DepEd Order No. 47, s. 2016, which shall read as follows:

“E. Private schools may impose special or additional admission requirements that are consistent with their right to operate as a private school as provided for under existing laws, rules and regulations. Such additional requirements may include, but not limited to the following:

- i. passing of an entrance or qualifying examination;**
- ii. completing an additional pre-kindergarten program at an earlier age;**
- iii. passing other kindergarten readiness tools that such private schools may administer; and**
- iv. such other requirements that private schools may impose not contrary to existing laws, rules and regulations to maintain such private schools’ standards.”**

- C. To accommodate Kinder and Grade One enrollees in both public and private schools for School Year (SY) 2018-2019 and SY 2019-2020 who may be affected by this policy, the following transitory provisions are herein provided:

(1) **For SY 2018-2019:**

- i. Learners who completed Kindergarten during SY 2017-2018 can enroll in Grade I, provided that they turned five (5) years old within SY 2017-2018;
- ii. Learners who will turn five (5) years old within SY 2018-2019 can be accepted to Kindergarten provided they pass the Philippine Early Childhood Development (ECD) checklist.

(2) **For SY 2019-2020:**

- i. Learners who completed Kindergarten during SY 2018-2019 can enroll in Grade I, provided that they turn five (5) years old within SY 2018-2019 when they complete Kindergarten;
- ii. Incoming Kindergarten must strictly comply with the cut-off age policy stated in DO No. 47, s. 2016, as amended by this DepEd Order.

(3) **For SY 2020-2021**

Both incoming Kindergarten and Grade 1 learners shall strictly comply with the policy as stated under Item VI.15.A of the enclosure to DepEd Order No. 47, s. 2016, as amended by this DepEd Order.

6. DepEd Order No. 47, s. 2016, Memorandum No. DM-CI-2017-00454 dated 11 December 2017 entitled *Clarificatory Guidelines on the Provisions of DepEd Order No. 47, s. 2016 "Omnibus Policy on Kindergarten Education"*, DepEd Order No. 3, s. 2018, and all other DepEd Orders, rules, regulations, issuances, which are inconsistent with this Order, are hereby repealed or modified accordingly.

7. These guidelines shall take effect immediately.

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


LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order (No. 47, s. 2016; No. 3, s. 2018)

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

ADMISSION
ENROLLMENT
KINDERGARTEN EDUCATION
LEARNERS
POLICY
STRAND: Curriculum and Instruction