



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


29 JULY 2021

DIVISION MEMORANDUM
 No. 326 s. 2021

REITERATION OF POLICIES ON ADMISSION IN BASIC EDUCATION

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors, CID & SGOD
 Heads, Public & Private Elementary and Secondary Schools
 All Others Concerned

1. This Office reiterates the relevant Department Orders on admission policies which shall guide all public and private schools in the beginning of school year.
2. With reference to DepEd Order No. 3, s. 2018, all concerned schools offering basic education program shall adhere to existing rules that govern the minimum eligibility and documentary requirements for enrollment in order to establish the identity of learners.
3. Likewise, in line with DepEd Order No. 20, s. 2018, it is hereby reminded that all incoming Kindergarten and Grade 1 learners shall strictly comply with the policy on age cut-off and eligibility standards.
4. The summary of these standards and requirements including guidelines on enrollment in special cases can be found in the attached **Annex A** and **Annex B**.
5. Immediate dissemination and compliance to this Memorandum is directed.


GERLIE M. ILAGAN, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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Annex A – Eligibility Standards and Documentary Requirements per Level

Level	Eligibility Standards	Documentary Requirements	Policy Reference/s
Kindergarten	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> Philippine Statistics Authority (PSA)* Birth Certificate In the absence of PSA Birth Certificate – Birth Certificate from the local civil registrar / barangay certification containing the basic information of the child: <ul style="list-style-type: none"> Complete Name Parents Date of Birth Sex <p><i>*Formerly National Statistics Office (NSO)</i></p>	<p>DepEd Order No. 20, s. 2018</p> <p>DepEd Order No. 3, s. 2018</p>
Grade 1	1. Children who have completed DepEd-accredited Kindergarten programs are eligible for Grade 1.	<ul style="list-style-type: none"> Kindergarten Certificate of Completion PSA Birth Certificate 	<p>DepEd Order No. 47, s. 2016</p> <p>DepEd Order No. 3, s. 2018</p>
	2. Children who are six years old and above who have not completed Kindergarten due to difficult circumstances and/or extreme poverty will have to complete the Kindergarten Catch-up Education Program	<ul style="list-style-type: none"> Result of ECCD Assessment Checklist PSA Birth Certificate 	

Level	Eligibility Standards	Documentary Requirements	Policy Reference/s
	(KCEP). At the end of the KCEP, teachers will have to assess the learners using the Philippine ECD checklist, and report the learner's performance by accomplishing the Kindergarten Progress Report. These documents will have to be turned over to the learner's Grade 1 teacher upon enrolment. The results of the assessment will be used by Grade 1 teacher to design or modify instruction to meet the learner's specific needs.		
	3. Children who have completed alternative Kindergarten programs not sanctioned by the Department of Education (i.e. non-DepEd accredited learning centers offering Kindergarten, day care centers offering Kindergarten, home-schooled students) must undergo a validating test administered by the Bureau of Education Assessment in the DepEd Central Office. A representative from BEA may be requested by the SDOs to administer the validating test in their respective SDOs.	<ul style="list-style-type: none"> • Result of PEPT or PVT • PSA Birth Certificate 	
Grade 7	Grade 6 Graduate	<ul style="list-style-type: none"> • SF 9 Grade 6 (formerly Form 138) 	DepEd Order No. 3, s. 2018
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> • Result of PEPT or A&E Test • PSA Birth Certificate 	
Grade 11	Grade 10 Completer	SF 9 Grade 10 (formerly Form 138)	
	PEPT Passer or A&E Test Passer	<ul style="list-style-type: none"> • Result of PEPT or A&E Test • PSA Birth Certificate 	

**Annex B – Enrollment in Special Cases and Documentary Requirements
(based on DepEd Order No. 3, s. 2018)**

Special Cases	Required Documents Upon Enrollment	Additional Requirements for Submission During the School Year
Learners from: 1. Philippine Schools Abroad (any grade level) 2. Foreign Schools Abroad	<ul style="list-style-type: none"> • Birth Certificate or any equivalent legal document • Latest Report Card or any equivalent academic record • Accepting school shall have the discretion to determine the appropriate grade level in which to place the learner (DO 26, s. 1994) • PEPT Certificate of Rating for learners who have not completed the school year abroad, as long as three grading periods have been completed, and for learners who need grade level standards assessment 	Permanent Transcript of Records from originating school
Learners from non-DepEd accredited schools (any grade level)	<ul style="list-style-type: none"> • PEPT/PVT Certificate of Rating • Birth Certificate from the PSA or the local civil registrar, or barangay certification 	None
Balik-Aral learner (any grade level)	<ul style="list-style-type: none"> • SF 9 (formerly Form 138) of the last school year attended or PEPT Certificate of Rating, whichever is applicable 	Birth Certificate from the PSA or the local civil registrar, or barangay certification
A&E Elementary Level Test Passer who qualified for Grade 7	<ul style="list-style-type: none"> • A&E Elementary Level Certificate of Rating 	