



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

07 August 2023

**DIVISION MEMORANDUM**

No. **213** s. 2023

**CONDUCT OF ENROLMENT, AND ENCODING OF LEARNERS' BASIC PROFILE IN  
THE LEARNER INFORMATION SYSTEM FOR SCHOOL YEAR 2023-2024**

To : Asst. Schools Division Superintendent  
SGOD & CID Chiefs  
All Elementary & Secondary School Heads  
President/Registrar, St. Dominic College of Batanes, Inc.  
Education Program Specialist – ALS  
Division Planning Officer

1. Pursuant to DepEd Order No. 022, s. 2023, titled Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2023-2024, this Office announces that enrolment **shall start today, August 7, 2023, and shall end on August 26, 2023.**

2. It is informed that for the conduct of this activity we shall adopt the guidelines stipulated in DepEd Order No. 35, s. 2022.

3. All public and private elementary and secondary schools offering basic education, and Alternative Learning System (ALS) shall update or encode learner's profile in the Learner Information System (LIS). For this purpose, all public elementary and secondary schools shall use the print or electronic copies of the **Basic Education Enrolment Form (BEEF)** (Revised as of March 27, 2023) provided in DepEd Order No. 010, s. 2023 to ensure that necessary information in encoding learners, and other data, are properly captured.

4. Deadline for the submission of documentary requirements under Section V-A of DepEd Order No. 03, s. 2018 shall be on **October 31, 2023**, for both public and private schools.

5. School Heads are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DepEd Order No. 020, s. 2018 (Amendment of DepEd Order No 47, s. 2016).

6. School Heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to enrol their child by posting relevant materials in conspicuous places and through announcements in the Facebook accounts or through local radio broadcasting stations.



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7. The Planning Officer shall directly provide technical assistance and monitor the conduct of the activity.

8. Due to intermittent internet connectivity in the whole province, all teachers/personnel involved in the conduct of the LIS online updating of learners' profile are entitled for an overtime (OT)/service credit:

- At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 "Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System", DepEd Order No. 10, s. 2009 "Addendum to DepEd Order No. 58, s. 2008 (Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS)", and DepEd Order No. 30, s. 2016 "Policies and Guidelines on Overtime Services and Payment in the Department of Education".
- Duly accomplished Daily Time Record (DTR) of all concern is also requested to be submitted in duplicate copies to SGOD, Attn.: Division Planning Officer for processing immediately after the conduct of the activity. Signatory to the DTR is the Division Planning Officer.

9. Immediate and widest dissemination of this Memorandum to all concerned is desired.

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

*Violeta B. Gasilao*  
**VIOLETA B. GASILAO**  
Chief Education Supervisor, CID  
Officer-in-Charge

Encl: None

Reference: DepEd Order Nos. 010, s. 2023; 020 and 03, s. 2018)

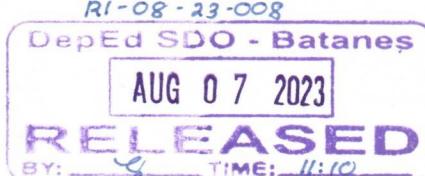
To be indicated in the Perpetual Index

Under the following subjects:

ENROLLMENT      ADMISSION  
LEARNERS      POLICY

KINDERGARTEN EDUCATION  
DATA      CAMPAIGN

SGOD/myn/orc



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