



May 12, 2016

**DIVISION MEMORANDUM**  
No. 233, s. 2016

**COMMENCEMENT OF SENIOR HIGH SCHOOL ENROLMENT  
FOR SCHOOL YEAR 2016 - 2017**

**TO :** Assistant Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Secondary School Heads  
Heads, Private Secondary Schools

1. Attached is DepEd No. 25 s. 2016, entitled, **COMMENCEMENT OF SENIOR HIGH SCHOOL ENROLMENT FOR SCHOOL YEAR 2016 – 2017**, for your reference and guidance.

2. All School Heads are directed to include in their Catch-Up Plan the detailed implementation of the SHS Enrolment. You are likewise instructed to give progress report in two (2) copies (including enrolment data) to the Division Office, ATTN.: Isaiash T. Wagas, EPS, Senior High School (SHS) Coordinator on the following schedules, to wit:

1.	May 20, 2016	First Round
2.	May 27, 2016	Second Round
3.	June 03, 2016	Third Round
4.	June 10, 2016	Fourth Round
5.	June 14, 2016	Last Round

3. Immediate dissemination and strict compliance of this Memorandum is directed.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**

29 APR 2016

DepEd ORDER  
No. **25**, s. 2016

**COMMENCEMENT OF SENIOR HIGH SCHOOL ENROLMENT  
FOR SCHOOL YEAR 2016-2017**

To: Undersecretaries  
Assistant Secretaries  
Regional Secretary, ARMM  
Regional Directors  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) shall conduct the **Senior High School (SHS) Enrolment for School Year 2016-2017** in all public secondary schools starting **May 2, 2016**.
2. School principals and/or school heads, with the support of the SHS Focal Person, and schools division offices, shall take the lead role in implementing enrolment activities in their respective localities to ensure universal participation in SHS.
3. With the support of local officials and civic organizations, all regional directors and schools division superintendents shall conduct an advocacy campaign to inform and encourage out of school youth and potential returning learners to enrol in SHS. Youth find activities should be launched simultaneously with SHS enrolment.
4. Schools division offices and schools are directed to use enrolment data to continuously improve their SHS implementation plans and to make necessary adjustments in order to ensure efficient school operations in time for the opening of classes on **June 13, 2016**.
5. Enclosed are the Activities Related to SHS Enrolment and the SHS Enrolment Form.
6. Schools division superintendents are authorized to approve the request for granting of vacation service credits to DepEd school personnel who have implemented enrolment-related activities, with the recommendation of the school head, pursuant to DepEd Order No. 53, s. 2003, entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*.
7. Expenses related to the conduct of SHS Enrolment shall be charged to local funds and other fund sources, as appropriate and as authorized and subject to usual accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:  
As stated

References:  
DepEd Order Nos.: (53, s. 2003); 1; 21, s. 2016 and 42, s. 2015

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

ADMISSION OR ENROLMENT  
LEARNERS  
POLICY  
PROGRAMS  
SCHOOLS  
SECONDARY EDUCATION  
STRAND: Curriculum and Instruction

SMA, DO SHS Enrolment for SY 2016-2017  
0312, April 28/29/May 4, 2016

**ACTIVITIES RELATED TO  
SENIOR HIGH SCHOOL (SHS) ENROLMENT**

**I. Advocacy Campaign and Information Dissemination**

1. The Regional Offices (ROs) and Schools Division Offices (SDOs) through their respective Information Officers and/or Public Affairs Units shall organize their Communication Teams, which shall be primarily responsible for the campaign.
2. The Communication Teams shall ensure widespread and effective dissemination of the following information, among others:
  - a. Location of Enrolment Centers, including dates and time for enrolment;
  - b. List of all public and private schools offering Senior High School including State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs), Higher Education Institutions (HEIs) and Technical-Vocational Institutions (TVIs) and their respective SHS program offerings;
  - c. Requirements for enrolment
3. The Communication Teams are encouraged to tap partners and stakeholders for harnessing local print, broadcast and other media for this purpose.
4. Schools, in collaboration with parents, local *barangay* officials, civic organizations and other stakeholders, shall be primarily responsible for the advocacy campaign in their immediate locality and in nearby communities without SHS.

**II. Youth Find Activities**

1. Youth Find Activities shall be led by the SDOs and schools, in collaboration with the LGUs and *barangays*. School principals or school heads and their staff shall work with the chairpersons of the *barangay* and may also tap the Supreme Student Government Officers and Boy Scout and/or Girl Scout leaders to locate and account for Grade 10 completers in their own and nearby communities who have not enrolled for SHS.

For this purpose, SHSs may use the Child-Mapping tool found in Annex 1B of the Enhanced SIP Process provided under DepEd Order No. 44, s. 2015 entitled *Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*.

2. SDOs and schools shall conduct community and home visits in coordination with the proper government and non-government agencies to assess the needs of learners not yet enrolled in SHS, and plan for the appropriate learner support to provide them. The SDS shall designate the District Supervisor to work with the concerned *barangay* officials to direct such learners to a nearby SHS for enrolment or advising.
3. Schools near indigenous cultural communities shall ensure universal enrolment of SHS-eligible indigenous peoples (IP) learners. These schools shall coordinate with the IP Education focal person, National Commission on

Indigenous Peoples and other relevant agencies for support on contextualization of information campaign and other learner support.

### III. Enrolment

1. Schools Division Offices (SDOs) shall be primarily responsible for the overall conduct of enrolment for SHS and related activities in their respective localities. SDOs shall:
  - a. Ensure and monitor the conduct of enrolment and related activities in all the schools within the division, including private schools, SUCs, LUCs, HEIs and TVIs, and provide, when necessary, technical assistance;
  - b. Ensure the timely dissemination of complete enrolment-related information to all schools within the division;
  - c. Ensure that all SHS providers are treated fairly and without bias toward any particular provider, pursuant to DepEd Order No. 1, s. 2016 entitled *Clarifications on the Senior High School Voucher Program and Partnerships with Non-DepEd Senior High School Providers*;
  - d. Assign the Division Supervisor in charge of Special Education (SPED) to facilitate the overall support provided to youth with special needs enrolling in SHS; and
  - e. Ensure that all incoming Grade 11 students have access to SHS provision.
  
2. The schools shall be responsible for the implementation of enrolment and related activities within their immediate localities. Each school shall:
  - a. Ensure that accurate SHS enrolment related information (i.e. program offering, registration procedures and requirements, advising procedures, etc.) are prominently and conspicuously displayed within its premises;
  
  - b. Identify and set-up an Enrolment Center for receiving and processing enrolment applications and requirements; and a Help Desk for entertaining and addressing queries and SHS-related concerns;
    - i. DepEd Junior High Schools which will not offer SHS shall also put-up Help Desks to address SHS-related concerns and advise incoming Grade 11 students on matters related to choice of SHS, and track and strands. SDOs shall provide assistance, guidance, information and support to these JHS in setting up their Help Desks;
  
  - c. Organize personnel to man the Enrolment Center and Help Desk;
    - i. During enrolment, personnel assigned to the Enrolment Center shall collect all documentary requirements from each enrollee and verify these for completeness (see Annex A);
    - ii. Personnel assigned to the Help Desk shall ensure that all enrollees are properly advised, especially with regard to their choice of tracks and strands;
    - iii. After successful enrolment, students, parents and/or guardians shall be given a list of subsequent activities (i.e. information on Parent Orientation, date of posting of sections, information on *Brigada Eskwela*, date of opening of classes and other important information).

#### **IV. Encoding and Processing of Data**

1. The SHS Enrolment Formsgathered during enrolment shall be used to update learners' profiles. Online updating of learner's basic profile and enrolment status through the Learner Information System (LIS) will be made available by May 10, 2016.
  - a. In enrolling through the LIS, the School Registrar or LIS Coordinator searches and retrieves the learner record.
    - i. If a learner record does not exist, encoder selects from a list of reasons the Grade 11 learner does not exist in the LIS. Reasons for exception are any of the following:
      - From School Abroad (encode also the school name and country where learner attended junior high school);
      - PEPT passer (encode PEPT certificate number);
      - A&E passer (encode A&E certificate number);
      - PVT passer (encode PVT certificate number);
      - From same school not encoded; and
      - From other schools not encoded - this includes public, private and SUCs. The originating school name shall be selected from drop-down list of schools.
    - ii. Prior to the issuance of an LRN, the record of the newly-registered learner shall be subject to approval by the Schools Division Office.
  - b. If learner record exists, or once the learner is registered in the LIS, Program (track and strand) per learner shall be selected from a drop-down list of program offerings the school is authorized to provide.
  - c. All enroled/registered learners prior to the opening of classes are recorded in the schools' "List of Registered Learners"
    - i. School shall have the facility to view the list of learners by program offering.
    - ii. School dashboard shall also display summary of learners by program offering.
2. In creating SHS sections, the following data shall be provided:
  - Program offering selected from drop-down list that school is authorized to provide.
  - Section name must be unique within a school.
  - Class adviser selected from a drop-down list of school personnel.

After a class or section is created, assign learners by selecting from a list of learners officially enroled in the program.

3. Starting June 17, 2016, the facility to finalize the enrolment list for each class shall be made available. The class adviser shall encode each learner's "Date of First Attendance." The "Finalize" action shall mark all learners with no Date of First Attendance and prompt the user to either provide a valid date or confirm the finalization. After finalization is confirmed, learners with no Date of First Attendance shall no longer appear in the class' enrolment list.

Learners with no Date of First Attendance will remain in the schools' Registration List until another school enrolls the learner. In this case, the learner has decided to attend a different SHS. The list shall contain a complete list of learners who enrolled into SHS but are identified as follows:

- Enrolled In School
- Enrolled in Other SHS
- Blank if not enrolled in any school

### **Requirements for Senior High School Enrolment**

1. Duly-accomplished completed Senior High School Enrolment Form (see Annex B)
2. School ID with Learner Reference Number (LRN)
  - a. Students without an LRN should bring a photocopy of their Birth certificate (may be submitted within the school year if not available during enrolment)
3. Report card, Form 138 or any documentary proof of completion of Grade 10 or 4<sup>th</sup> year high school in a public or private secondary school
  - a. Returning learners who have completed Grade 10 or graduated 4<sup>th</sup> year high school in 2015 or earlier, who did not enrol in any higher education institution, and who want to be enrolled in the formal system through SHS should present their report card. If the report card is not immediately available, a High School diploma or a certification letter signed by the Schools Division Superintendent of the SDO where the student completed Grade 10 or 4<sup>th</sup> year high school can also be presented.
  - b. Passers of the Philippine Educational Placement Test (PEPT) should bring their PEPT certificate.
  - c. ALS graduates should bring their Accreditation and Equivalency Test (A&E) certificate.
  - d. Graduates of private schools that have closed down should bring a certification from the SDO based on *Form 18 Report on Promotion*.
  - e. Graduates of non-accredited private schools who have passed the Philippine Validation Test (PVT) should bring their certificate.
4. Career Assessment information
  - a. Graduates of Junior High School (JHS) should bring their National Career Assessment Examination (NCAE) results.
  - b. Graduates of ALS and SPED learners who have not taken the NCAE should bring alternative career assessment results.



Department of Education  
**Senior High School Enrolment Form**

\_\_\_ Sem SY \_\_\_ - \_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

School ID

**TO THE STUDENT AND PARENT/GUARDIAN:** Print legibly all information required. Submit accomplished form to the Senior High School (SHS) Focal Person.

**I. STUDENT INFORMATION:**

1. **LEARNER REFERENCE NUMBER (LRN)**

2. **NAME OF STUDENT:** Print or type full name in the following sequence: LAST, FIRST, MIDDLE, EXTENSION NAME (if any).  
Place one letter in each box. Leave one box blank between names.

**LAST**

**FIRST**

**MIDDLE**

**EXTENSION NAME**

3. **AGE:** \_\_\_\_\_

4. **SEX** Male  Female

5. **DATE OF BIRTH** (Month, Day, Year)  
 -  -

6. **Belonging to any Indigenous Peoples (IP) Community/ Indigenous Cultural Community?**  
Yes  No

**7. PERMANENT HOME ADDRESS**

House Number and Street

Subdivision/Barangay

City/Municipality

Province  Postal/Zip Code

Country

**8. PARENT/S or GUARDIAN'S NAME**

Mother's Name

Father's Name

Guardian's Name

**9. CONTACT INFORMATION**

Telephone Number  Cellphone Number

E-mail Address

**10. JUNIOR HIGH SCHOOL (JHS)** Indicate where student completed fourth year high school/ Grade 10. Fill in only the boxes **APPLICABLE**.

i. JHS Name (Do not abbreviate)

Month/Year of Completion

Address (City/Municipality, Province and Country)

ii. Philippine Educational Placement Test (PEPT) for JHS

Certificate No.: \_\_\_\_\_

Month/Year of Completion

iii. Accreditation and Equivalency (A&E) Test for JHS

Certificate No.: \_\_\_\_\_

Month/Year of Completion

iv. Philippine Validation Test (PVT) for JHS

Certificate No.: \_\_\_\_\_

Month/Year of Completion

v. Name of Community Learning Center (Do not abbreviate)

Address (City/Municipality, Province and Country)

**II. SENIOR HIGH SCHOOL (SHS) PROGRAM:** Make sure that the track (Academics, Technical-Vocational-Livelihood (TVL), Sports, Arts and Design), strand (STEM, ABM, HUMSS and GAS), or TVL specialization choices are offered in the school. Write the COMPLETE program offering (track- strand or specialization/s) of your choice in the box provided.

PROGRAM (Track- Strand or Specialization/s):

I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that personal details will be kept confidential.

\_\_\_\_\_  
Signature over Printed Name of the Student

\_\_\_\_\_  
Signature over Printed Name of the Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date