Regional Memorandum

REITERATION OF POLICIES ON ADMISSION IN BASIC EDUCATION

To Schools Division Superintendents
Public and Private School Heads
All others concerned

1. This office reiterates the relevant department orders on admission policies which shall guide all public and private schools including SUCs/LUCs in each beginning of school year.

2. With reference to DepEd Order No. 3, s. 2018, all concerned schools offering basic education programs 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 the guidelines on enrollment in special cases can be found in the attached Annex A and Annex B.

5. The School Governance Operations Division of each schools division office are enjoined to monitor the strict adherence on these admission policies.

6. Failure to comply with these admission policies may be a ground for administrative disciplinary remedies against personnel of public schools and private schools.

7. Immediate dissemination and compliance to this memorandum is directed.

FRANCIS CESAR B. BRINGAS
Regional Director

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry: https://r4a-teadoc.com/inquire
Facebook: DepEd R-4A Calabarzon
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Children who have completed Pre-Kinder or Pre-Kinder/Kinder programs for Grade 1.</td>
</tr>
<tr>
<td>2.</td>
<td>Children who are six years old and above who have not completed kindergarten due to difficult circumstances or extreme poverty who will have to complete the kindergarten catch-up program.</td>
</tr>
</tbody>
</table>

**Eligibility Standards**

- Five Birth Certificate
- PSV in Birth Certificate
- Birth Certificate from the local civil registrar
- Birth Certificate from the Department of the Interior and Local Government
- PSV in Birth Certificate
- Age qualification for kindergarten learners in both public and private schools should be five (5) years old by June 1 of every calendar year.

**Eligibility Standards**

- Former National Statistics Office (NDO) checklist
- Sex
- Date of Birth
- Parents' Names
- Complete
- Rodriguez
- Form 105, National Statistics Office

**Policy**

- Deped Order No. 3, 2018
- Deped Order No. 4, 2016
- Deped Order No. 4, 2017
- Deped Order No. 4, 2018
- Deped Order No. 4, 2019
- Deped Order No. 4, 2020

**Requirements**

- Policy
- Administrative requirements for kindergarten learners in both public and private schools should be five (5) years old by June 1 of every calendar year.

**Annex A - Eligibility Standards and Document Requirements Per Level**
<table>
<thead>
<tr>
<th>Reference Policy</th>
<th>Requirements</th>
<th>Eligibility Standards</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSA Birth Certificate</td>
<td>• PSA Test Certificate</td>
<td>• PEP Test or ALE Test Passer</td>
<td>Grade 1</td>
</tr>
<tr>
<td>SF 9 Grade 10 (Form 1)</td>
<td></td>
<td></td>
<td>Grade 10 Completer</td>
</tr>
<tr>
<td>PSA Birth Certificate</td>
<td>• PSA Test Certificate</td>
<td>• PEP Test or ALE Test Passer</td>
<td>Grade 11</td>
</tr>
<tr>
<td>SF 9 Grade 6 (Form 138)</td>
<td></td>
<td></td>
<td>Grade 6 Completer</td>
</tr>
</tbody>
</table>

Grade 7

3. Children who have completed alternative Kindergarten Programs not specifically needed.

Grade 1 Teacher to design and modify instruction to meet the learner's specific needs.

Rules 1. Teacher upon enrollment, the results of the assessment will be used by the teacher to design and modify instruction. These documents will have to be turned over to the learners. Grade 1 (KCEP). At the end of the KCEP, teachers will have to assess the learners using the Philippine ECD checklists and report the learners performance by completing the Kindergarten Progress Report.
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Level</td>
<td>GAE Elementary Level Certificate of Rating or A&amp;E Elementary Level Test Passer</td>
</tr>
<tr>
<td>Schools</td>
<td>None</td>
</tr>
<tr>
<td>Required Documents Upon Enrollment</td>
<td>Submission of Required Enrollment, Additional Requirements for Registration, or Palarong Pambansa Certification</td>
</tr>
<tr>
<td>Special Cases</td>
<td>Learners from non-DPWH</td>
</tr>
</tbody>
</table>

**Annex B - Enrollment in Special Cases and Documentary Requirements**

1. Foreign Schools Abroad
2. Any Grade Level

*(Based on DepEd Order No. 3, s. 2018)*