

## 6. Enrollment (Online)

Due to the COVID-19 pandemic, schools began to accommodate the enrollment of learners through different web-based platforms such as Facebook (school's official account and FB Messenger), school's official email address, and Google form links. Learners are considered officially enrolled when all requirements are submitted online using the stated platforms.

<b>Office or Division:</b>	Schools	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C)	
<b>Who may avail:</b>	Learners or their parents/guardians with access to the internet.	
<b>CHECKLIST OF REQUIREMENT</b>		<b>WHERE TO SECURE</b>
1. Basic Education Enrollment Form/Modified Learner's Enrollment Survey Form (MLESF) -1 original, 1 photocopy	Records/Guidance Office	
2. Affidavit of Undertaking - 1 original copy		
3. Pledge of Transferee – 1 original copy		
4. Learner's Credentials (SF9/Form 138 and SF10/Form 137)		
5. PSA Birth Certificate (formerly NSO) - 1 original, 2 photocopies		Philippine Statistics Authority / Local Civil Registrar
6. Barangay Certification		Barangay Hall
<b><i>Eligibility Standards from DepEd Order 32, s. 2021</i></b>		
<b>Kinder</b> Children aged five years old by October 31st of the School Year they enroll		
<b>Grade 1</b> a. Children who are completed Kindergarten programs in DepEd Accredited schools & centers b. Certificate of Completion and Progress Report Card c. Children who are six years old and above by August 31 <sup>st</sup> of the school year they will enroll in and who have not completed Kindergarten d. Result of Early Childhood Care and Development (ECCD) Assessment Checklist e. Children who are completed any form of Kindergarten program in non-DepEd accredited learning and day-care centers, or home-schooled learners (DO47, s 2016)	School	
f. Result of Philippine Educational Placement Test (PEPT) or Philippine Validating Test (PVT)		

<b>Grade 7</b> e. Grade 6 Graduate f. School Form 6 Grade 6 (formerly Form 138) g. PEPT Passer or A&E Test Passer h. Result of PEPT or A&E Test		School  BEA, DepEd Central Office		
<b>Grade 11</b> a. Grade 10 Completer b. School Form 9 Grade 10 (formerly Form 138) c. PEPT Passer or A&E Test Passer d. Result of PEPT or A&E Test		School  BEA, DepEd Central Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request digital Basic Education Enrollment Form and/or Affidavit of Undertaking (for Transferees)	1.1 Send digitized form and list of other relevant requirements to preferred online platform of the enrollee	None	5 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator
2. Fill out the online enrollment form and submit complete requirements online	2.1 Download and print received documents. If requirements are incomplete, tag as temporary enrolled.	None	10 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator
3. Receive status of enrollment and submit missing requirements if any.	2.6 Provide status of enrollment.	None	5 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator
	2.7 Endorse list of enrollees to Records/ Registrar	None	30 minutes	Teacher-in-Charge/ Adviser/ ICT Coordinator

	b. Incoming Kinder/ Grade 1 / Grade 7 / Grade 11 / Balik-Aral / Transferees	None	2 days	
4. Access list of learner's section.	2.9 Post List of Learner's Section.	None	1 hour	Teacher-in- Charge/ Adviser/ ICT Coordinator
<b>TOTAL:</b>		<b>None</b>	<b>Old learners: 2 hours, 50 minutes</b>  <b>New learners: 2 days, 1 hour, 50 minutes</b>	