



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



June 11, 2018

**DIVISION MEMORANDUM**

No. 373, s. 2018

**CLARIFICATION ON THE REQUIREMENT OF BIRTH CERTIFICATE FOR PURPOSES OF ENROLMENT IN DEPED PUBLIC SCHOOLS**

**TO :** Assistant Superintendents  
Chiefs of SGOD and CID  
Division Supervisors/Coordinators  
SEPS and EPS 2  
District Supervisors/OICs  
Elementary and Secondary School Heads

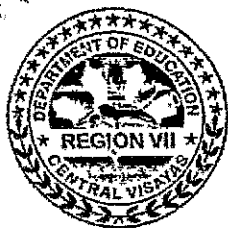
1. For the information and guidance of all concerned, attached herewith is Regional Memorandum 0411 dated June 6, 2018 regarding the clarification on the requirement of Birth Certificate upon enrolment in DepEd Public Schools.
2. For the details, please refer to the attached Memorandum.
3. Immediate dissemination of and strict compliance with this communication is enjoined.

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

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|  |                |
|--|----------------|
| Schools Division Superintendent:       | (032) 255-6405 |
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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



JUN 0 6 2018

**REGIONAL MEMORANDUM**

No. 0411 s. 2018

**Clarification on the Requirement of Birth Certificate for Purposes of Enrollment in DepEd  
Public Schools**

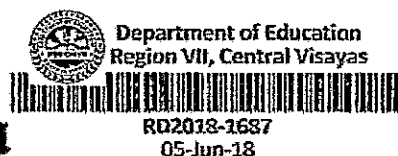
**TO: All Schools Division Superintendents/OICs  
All Division Information Officers  
All Others Concerned**

1. For the information and guidance of all concerned, enclosed is a Memorandum from Undersecretary Jesus L.R. Mateo, regarding the clarification on the requirement of Birth Certificate upon enrollment in DepEd Public Schools.
2. Attention is invited to paragraph 1 and its sub-paragraphs of the said Memorandum, relative to the clarifications on the use of *birth certificate* upon enrollment, on the alternate use of the local civil registered birth certificate/barangay certification with the learner's basic information, on the deadline of its submission and the frequency of its provision.
3. It is further clarified in paragraph 2 by the Philippine Statistics Authority (PSA) that "the birth certificate issued by the National Statistics Office (NSO) has no expiration and is the same as the birth certificate issued by the PSA."
4. Hence, all 19 Schools Division Offices in this region are hereby directed to disseminate the aforementioned information to all concerned publics. *A narrative report on the information dissemination efforts relative to the said clarifications, the conduct of OPLAN Balik Eskwela and other operations related to the opening of classes per division office is required. Submission of which is on or before July 27, 2018 through region7@deped.gov.ph.*
5. A copy of the said Memorandum is herewith attached for further reference.
6. Immediate dissemination of this Memorandum is enjoined.

  
**JULIET A. JERUTA, Ph.D., CESO IV**  
Director III  
OIC-Regional Director



Republic of the Philippines  
**Department of Education**



**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

**MEMORANDUM**  
**DM-PFO-2018-0714**

**TO:** DepEd ARMM Regional Secretary  
Regional Directors  
Schools Division Superintendents  
School Heads  
All Others Concerned

**FROM:**   
JESUS L.R. MATEO  
*Undersecretary*

**SUBJECT:** *Clarification on Requirement of Birth Certificate for Purposes of Enrollment in DepEd Public Schools*

**DATE:** 4 June 2018

In cognizance of communication both from the Philippine Statistics Authority (PSA) as well as the general public received through various channels in relation to issues and concerns arising from the requirement of the learner's birth certificate for enrollment in DepEd public schools, this Office invites the attention of all concerned units to DepEd Order No. 3, s. 2018 entitled "Basic Education Enrollment Policy" issued on January 26, 2018. In particular, receiving schools should ensure alignment with the following:

- The birth certificate issued by the PSA shall be used as a reference in the encoding of pertinent information in the Learner Information System (LIS) for learners with no existing profile.
- In the absence of a PSA birth certificate, a birth certificate issued by the local civil registrar or a barangay certification containing the learner's basic information may be submitted instead.
- Learners should be given until August 31<sup>st</sup> of the current school year to comply with required documents.
- Submission of the birth certificate for purposes of enrollment should only be done once during the duration of the learner's basic education. This can be attained by ensuring that the birth certificate forms part of the attachment to the learner's permanent record as it is turned over from one adviser to another or transmitted from school to school in undertaking the transfer/move in process.

OUPFO/Quinta

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Republic of the Philippines  
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*Office of the Undersecretary*

Please also be informed that per the clarification from the PSA, the birth certificate issued by the National Statistics Office (NSO) has no expiration and is the same as the birth certificate issued by the PSA. This is because the NSO is one of the four statistical agencies that were merged under Republic Act No. 10625 in order to create the PSA. As such, the NSO copy of the birth certificate can be used for purposes of enrollment and it is needless to require learners to secure a new PSA birth certificate.

In view of the foregoing, all Regional and Schools Division Offices (RO/SDO) are instructed to ensure that the abovementioned information is cascaded to all public schools under their jurisdiction as well as the general public through all practical and readily available means, such as faculty meetings, parents' orientations, and posting of information bulletins on the RO/SDO website. All Regional Information Officers or their alternates are requested to submit a narrative report on the information dissemination efforts conducted by all SDOs in their respective regions. Reports should be submitted electronically on or before 31 July 2018 through email at [usec.governance@deped.gov.ph](mailto:usec.governance@deped.gov.ph).

Should you have further clarifications on the matter, your staff may contact Ms. Susan Anne A. Quirante of this Office at telephone number (02) 633-7206/631-8494.

Thank you.

QUFFQ/Quirante

DepEd Complex, Meralco Ave., Pasig City 1600 ☎ 633-7206/636-6549 📠 631-8494 🌐 [www.deped.gov.ph](http://www.deped.gov.ph)