



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

*TO: SDSs  
 For your appropriate  
 action, please. Joel Pelayo*

DMOI-112  
 JUN 06 2018  
 DEPED CAVITE PROVINCE  
**RECEIVED**  
 DATE: 6/6/18  
 BY: C-11023 TIME: 9:00

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.

OLIMPIC/Quirante

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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.

*OUPFO/Quirante*

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