



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



MEMORANDUM

TO : **Assistant Schools Division Superintendents**
Public Schools District Supervisors
Principals/School Heads, Public & Private Kinder, Elem & Sec. Schools
All Others concerned

FROM : **The Office of the Schools Division Superintendent**

SUBJECT : REITERATION OF BASIC EDUCATION ENROLLMENT POLICY

DATE : May 3, 2019

Concomitant to the received information that there are a handful of schools within this division attempting to withhold the credentials of the student/pupil without any valid cause, reportedly to prevent him/her from transferring to another school -be it private or public, this Office hereby cautions all concerned or those involved to stop said practice as it runs counter to the intent of the following provisions of law and regulation, thus, this reiteration:

1. Under *Section 9.5 of BP 232*, the student/pupil has the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty (30) days from request. Violation of which has a corresponding administrative sanctions as may deem reasonable and appropriate.


In addition, *Section 17. 4 of BP 232* cites the school administrator's obligation which is to "assume and maintain *professional behavior* in his work and in dealing with students, teachers, academic non-teaching personnel, administrative staff, and parents or guardians".

2. Chapter II of DepEd Order 3, s. 2018, re: *Basic Education Enrollment Policy*, expressly provides :

All learners who elect to enroll in public schools nationwide must be accepted upon submission of minimum documentary requirements articulated in this Policy.

Learners who wish to enroll in private schools and state and local universities and colleges (SUCs/LUCs) offering basic education must submit the minimum documentary requirements stipulated in this Policy, and satisfy other conditions for admission that the institution may require.

3. For information and guidance of all concerned.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent