

April 4, 2016

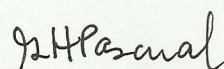
DIVISION MEMORANDUM

No. 49 s. 2015

To : Division Chiefs
Education Program Supervisors
District Supervisors
Public Secondary School Heads
Private Secondary School Heads
Administrators of TVIs, HEIs & BPC

SENIOR HIGH SCHOOL ENROLLMENT

1. This is to advise all the public and private senior high school providers to conduct their enrolment in senior high school between April 4-29, 2016.
2. This is to allow the SHS providers to gather data on the actual number of SHS enrollees in their respective schools and to use such data to make the necessary adjustment in their SHS implementation plan and to carry out other preparations needed before the opening of classes in June.
3. The requirements for enrollment in senior high school are the following:
 - a. PSA certified birth certificate
 - b. Photocopy of Grade 10 report card
 - c. Certificate of Junior High School Completion
 - d. ESC Certification Letter (for ESC Grantees only)
4. However, no JHS completer should be rejected if any of the above requirements is not available.
5. For Grade 10 completers enrolling in private SHS providers, additional requirements such as Qualified Voucher Recipient Certificate (for Qualified Voucher Applicants only) and ESC Certification Letter (for ESC Grantees only) must be presented during the enrollment.
6. Aside from JHS completers, graduates of the previous curricula and A & E passers may also enroll in public or private SHS providers. It should be clarified, however, that only the Grade 10 completers (pre-qualified & QVR) this year are entitled to the voucher from DepEd. Thus, graduates of the previous curricula and A & E passers will have to shoulder their tuition and other fees, should they decide to enroll in private schools.
7. The availability of career guidance officer/senior high school coordinator during enrolment is requested to provide counseling to Grade 10 enrollees who cannot decide what track to pursue in SHS.
8. Public SHS providers are discouraged from collecting any fees during the enrollment.
9. Private SHS providers are not allowed to collect fees that are not included in the **Schedule of Fees for Grade 11** duly approved by the Regional Office.
10. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent