



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 24, 2024

**REGIONAL MEMORANDUM**

PPRD-2024- **827**

**BIRTH REGISTRATION ASSISTANCE FOR UNREGISTERED LEARNERS  
FOR THE OPENING OF SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Registrars  
All Others Concerned

1. In line with DepEd Order No. 003, s. 2018 (Basic Education Enrollment Policy) and DepEd Memorandum No. 32, s. 2024 (Enrollment Guidelines for School Year 2024-2025), this Office reiterates that documentary and eligibility requirements remain in effect and must be submitted by October 31, 2024.
2. It is further emphasized that the Certificate of Live Birth (COLB) issued by the Local Civil Registrar (LCR) shall be accepted in the absence of a Philippine Statistics Authority (PSA) certified Birth Certificate (printed on security paper). If neither is available, a Barangay Certification containing the basic information of the unregistered child such as (a) complete name (first name, middle name, last name), (b) name of parents, (c) date of birth, and (d) sex, may be submitted.
3. Relative to this, Public Schools District Supervisors (PSDS) are directed to consolidate a list of unregistered learners, those without LCR-issued COLB, from all public schools under their jurisdiction. A sample template is attached. This list should be submitted directly to the LCR of the city or municipality with an endorsement letter requesting assistance through PSA's Birth Registration Assistance Project (BRAP).
4. The LCR and the provincial PSA offices shall visit schools districts from August 5 to October 25, 2024, to assist with birth registration and Philippine Identification System (PhilSys) enrollment for those without PhilID. Through BRAP, PSA will provide free COLB (on security paper) and PhilID.
5. PSDS shall coordinate with LCR regarding BRAP schedules and venues. The venue should be a central school or any public school accessible to all catchment schools in the district. The identified school must allow family members to enter the premises during the registration period for birth registration and PhilSys enrollment.

6. These activities shall, however, observe DepEd Orders No. 9, s. 2005, and No. 8, s. 2013. It is important to ensure that the participation of teaching personnel does not disrupt classes.
7. The Policy, Planning, and Research Division of this Office, along with the School Governance and Operations Division of the Schools Division Offices, will oversee the implementation of these programs. They will ensure that all learners have registered births and are entered in the Learner Information System.
8. Immediate dissemination of and strict compliance with this memorandum are desired.

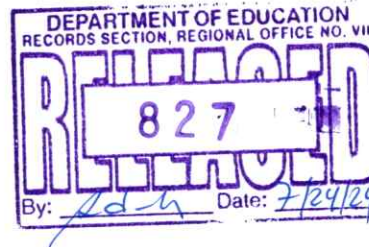
  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosures: None

References: Memorandum on the Reporting of Regional Enrollment  
To be indicated in the Perpetual Index under the following subjects:

ENROLMENT    OPENING OF CLASSES    OPLAN BALIK ESKWELA

PPRD-MBG



[ HEADER ]

**LIST OF APPLICANTS FOR PHILSYS BIRTH REGISTRATION ASSISTANCE PROJECT (PBRAP)**  
**CITY/MUNICIPALITY OF \_\_\_\_\_**

\* Disclaimer: This information is for PSA use ONLY, and is protected by RA No. 10173 (Data Privacy Act) \*Write in all CAPITAL LETTERS

No.	Applicant's Name (First Name, Middle Name, Last Name)	Present Address (Lot No./Purok /Sitio/ Barangay)	Date of Birth (mm/dd/yyyy)	Place of Birth (City/Municipality /Province)	Mother's Maiden Name (First, Middle, Last Name)	Father's Name (First, Middle, Last Name)	Registered with Step 2 PhilSys (Yes/No)	Contact Number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
n								

(Insert more sheets if necessary)

Prepared by: \_\_\_\_\_

Received by: \_\_\_\_\_

Public Schools District Supervisor

City/Municipal Civil Registrar