



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
GRACEVILLE ELEMENTARY SCHOOL
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

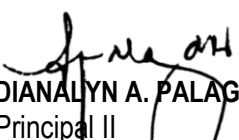
July 23, 2022

SCHOOL MEMORANDUM
NO. 059 s.2022

To: Grade Leaders
Teaching Personnel
All other Concerned

GUIDELINES FOR ENROLLMENT SCHOOL YEAR 2022-2023

1. Pursuant to DepEd Order No. 034 s. 2022 entitled "School Calendar and Activities for the School Year 2022-2023, this Office reiterates the following guidelines on the modified mode of enrollment:
 - a. Teachers are enjoined to disseminate to the parents and learners in all appropriate means of remote enrollment procedures, whichever are safest and easiest to access by the target clientele.
 - b. Teachers shall maximize all possible remote mode enrollment processes (texting, Facebook Messenger, email, and other online platforms). Face-to-face enrollment is highly recommended to ensure the correctness of the data of the learners.
 - c. To organize and streamline the registration process, Grade Leaders (GLs) must develop a workflow plan.
 - d. No fees shall be collected from schoolchildren enrolling in pre-school up to Grade IV, during the enrollment period and at any time during the school year.
2. Attached to this memo is the Enrollment Poster.
3. For information and dissemination.


DIANALYN A. PALAGANAS PhD
Principal II



School ID: 162503
Address: Graceville Ave. Brgy. Graceville, City of San Jose del Monte, Bulacan
Telephone No.: (044)307-0131 • Website: <http://depedgracevillees.weebly.com>
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Enclosure 1

GRACEVILLE ELEMENTARY SCHOOL
2005

BACK TO SCHOOL

ONSITE ENROLLMENT SY 2022-2023

Schedule
July 25, 2022 to
August 22, 2022*
8:30 AM to
4:30 PM

*per DepEd Order No. 034 s.2022 and
School Memorandum No. 059 s.2022

Requirements
For Kindergarten
» Birth certificate
(Original & Photocopy)
For Grades 1 to 6
» School Form 9 (Report Card)
For Transferees
Balik-aral
» School Form 9 (Report Card)
» Birth Certificate
(Original & Photocopy)
For Special Education
» Birth Certificate with Latest Medical
Assessment and PWD ID.

For queriest and more information
contact the person-in-charge for the specific Grade level:

Kindergarten: Ms. Ryen Joy A. Superio » 09302701243	Grade Four: Ms. Syche S. Tabuzo » 09684612989 / 09684663782
Grade One: Ms. Princess B. Barba / Ms. Janet Palines » 09557936073 / 09367692260	Grade Five: Ms. Maylyn G. Sunga / Raven Villaruel » 09491137485 / 09310034750
Grade Two: Ms. Eliny P. Castro / Ms. Anjanette Carilla » 09953276733 / 09684612995	Grade Six: Mr. Welmer T. Serrano / Ms. Marilou Dadul » 09684613008 / 09159381403
Grade Three: Ms. Janet C. Herrera / Ms. Merly T. Avila » 09333240024 / 09661400068	Special Education: Ms. Ruby Jane L. Dasalla » 09684613011



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