



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 30 2026

MEMORANDUM

No. 135, s. 2026

**CLARIFICATION ON THE PARTICIPATION OF TEMPORARILY ENROLLED
LEARNERS IN END-OF-SCHOOL-YEAR (EOSY) RITES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to DepEd Memorandum No. 023, s. 2026, this Office reaffirms the Department's commitment to recognizing the academic milestones of every learner regardless of their financial standing.

2. This issuance addresses reports of learners transferring from private schools who are being barred from End-of-School-Year (EOSY) rites due to outstanding financial obligations at their previous institutions.

3. To protect learner rights while upholding the legal rights of private educational institutions, the following policy framework is clarified:

- Eligibility for Rites: Learners who meet academic and attendance standards are eligible for graduation and moving-up ceremonies. **No learner shall be denied participation based on unsettled financial or property obligations.**
- **Temporary Enrollment Status:** Learners transferring from private schools without official credentials due to unpaid debts shall be tagged as **Temporarily Enrolled**. This status must not be used as a basis for exclusion from EOSY rites.
- **Withholding of Records:** Private schools maintain the legal right to withhold official transfer credentials until all debts and obligations are fully settled.
- **Affidavit of Undertaking:** This serves as the formal instrument to balance competing interests, acting as a binding guarantee of future payment and acknowledgment of the learner's temporary status.

4. Receiving schools are directed to strictly observe the following protocols:

- Tag learners without credentials as **Temporarily Enrolled**.
- Ensure the learner is not officially promoted or graduated in Department systems until complete credentials are submitted.
- Refrain from issuing official permanent records or final progress reports until the previous school releases the original credentials.

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NUM-2026-135



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5. Participation in EOSY rites recognizes the completion of learning requirements but **does not constitute a waiver** of financial obligations. **Official confirmation of graduation status will only occur once obligations are satisfied or a settlement is reached.**
6. School Heads are mandated to monitor compliance and advise parents of their legal obligation to settle accounts with previous schools.
7. For clarifications or inquiries, schools may coordinate with the SGOD – Planning & Research Section and School Management, Monitoring, & Evaluation Section via telephone at (02) 8423-7560, 61, or 62, or by email at **planning.sdomuntinlupa@deped.gov.ph** and **me.sdomuntinlupa@gmail.com**.
8. Immediate dissemination of, and strict compliance with this Memorandum is directed.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

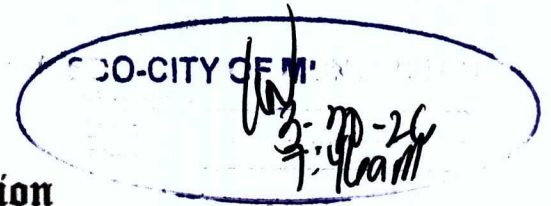
Enclosure: none
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
GRADUATION
LEARNERS
PRIVATE SCHOOLS
TEMPORARY ENROLLMENT

JDN/DM/Clarification on the Participation of Temporarily Enrolled Learners in End-of-School-Year (EOSY) Rites
135 /March 26, 2026



Republic of the Philippines
Department of Education



MAR 27 2026

DepEd MEMORANDUM
No. **023**, s. 2026

**CLARIFICATION ON THE PARTICIPATION OF TEMPORARILY ENROLLED
LEARNERS IN END-OF-SCHOOL-YEAR RITES**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
Attached Agencies
All Others Concerned


1. The Department of Education (DepEd) reaffirms its commitment to ensuring that every learner's academic milestones are recognized and celebrated, regardless of financial standing. This Memorandum is issued in response to reports of learners transferring from private schools who are being barred from participating in End-of-School-Year (EOSY) rites due to outstanding financial obligations at their previous schools.

2. To protect the rights of the learners while upholding the legal and contractual rights of private basic education institutions, the following policy framework is clarified:

- a. Learners who have met academic and attendance standards are eligible to participate in EOSY rites, such as graduation and moving-up ceremonies. **No learner shall be denied participation in EOSY rites on the basis of unsettled financial or property obligations.**
- b. Consistent with DepEd Order (DO) No. 017, s. 2025 (Revised Basic Education Enrollment Policy), learners who have transferred from private schools but have yet to submit official transfer credentials due to unsettled obligations shall be tagged as **Temporarily Enrolled** while administrative or financial obligations with their previous schools are being settled. As such, a learner's **Temporarily Enrolled** status shall not be used as a basis for exclusion from EOSY rites.
- c. The right to transfer is fundamentally linked to the fulfillment of obligations such as settling unpaid fees and returning school property. Under DO 88, s. 2010 (2010 Revised Manual of Regulations for Private Schools in Basic Education), private schools maintain the legal right to withhold official transfer credentials until all such debts are fully settled.

- d. Reiteration of the Affidavit of Undertaking: While DO 017, s. 2025 (Revised Basic Education Enrollment Policy) governs enrollment, the Affidavit of Undertaking is hereby reiterated as the formal instrument to balance these competing interests. This document serves as a binding guarantee of future payment and a formal acknowledgment of the learner's temporary status and the private schools' rightful claim to the balance. Consequently, the private schools may continue to withhold learner records until the obligation is fully settled.
3. To ensure that the right to participate in EOSY rites is not used to evade contractual obligations, receiving schools shall strictly observe the following:
 - a. Learners without transfer credentials shall be tagged as **Temporarily Enrolled**;
 - b. Until complete credentials are submitted, the learner cannot be officially promoted to a higher grade level nor officially graduate in the Department's systems; and
 - c. Receiving schools are strictly prohibited from issuing official permanent records or final progress reports until the previous school releases the original transfer credentials.
 4. Participation in graduation or moving-up ceremonies is a recognition of the learner's completed learning requirements and does not constitute a waiver of the obligation by the learner, parent, or guardian to pay outstanding balances. **Official confirmation of graduation status shall take place only after payment of the obligations or a settlement agreement between the parent and the school concerned.**
 5. Schools are mandated to release credentials immediately once all obligations are satisfied.
 6. All regional and schools division offices are directed to monitor compliance and ensure that no student is excluded from EOSY rites, while simultaneously advising parents of their legal obligation to settle accounts with their previous schools.
 7. Immediate dissemination of this Memorandum is desired.
 8. For more information, please contact the **Private Education Office**, 5th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at private.education@deped.gov.ph.

By Authority of the Secretary:


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

References:

DepEd Order (Nos. 017, s. 2025; 03, s. 2018; and 88, s. 2010)
DepEd Memorandum No. 015, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

TEMPORARY ENROLLMENT
BASIC EDUCATION
GRADUATION
LEARNERS
OFFICIALS
PRIVATE SCHOOL
SCHOOLS