



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

b. For documentary requirements, all learners shall submit a Birth Certificate only **ONCE** throughout their stay in the basic education (K- 12). If PSA / NSO birth certificate is not yet available, **ANY** of the following secondary documents maybe submitted upon enrollment:

- National ID or any primary government ID (Driver's License, passport, postal ID, etc.)
- Certificate of Live Birth (Local Civil Registry)
- Marriage Certificate
- PhilHealth ID
- PWD ID
- Barangay certification that could establish identity including name of the child, date of birth, sex, and name of parents
- Affidavit of Undertaking to be executed by the parents
- If upon enrollment, the learner is determined to be a foundling, an NSO or PSA issued Certificate of Foundling may suffice as a substitute for Birth Certificate
- Baptismal Certificate

However, learners who submitted secondary requirements shall still submit a copy of the birth certificate once available.

2. For other eligibility documentary requirements for all grade levels, Balik Aral, ALS, SNED, transferees and other special cases; enrollment window (late enrollment); and other enrollment updates and reminders, you may access copy of the presentation or view the video recording of the Orientation on Revised Basic Education Enrollment Policy through this link:
<https://bit.ly/RevisedEnrollmentPolicy>

3. For guidance and immediate dissemination.

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