REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
No. 247, s. 2011

August 12, 2011

To: Schools Division Superintendents
   Chief, Elementary Education Division
   Chief, Secondary Education Division
   Education Supervisors
   Heads, Private Schools

ADMISSION OF FOREIGN STUDENTS

1. One of the requirements for the issuance by this Office of a Certificate of Eligibility for Admission to foreign students pursuant to Executive Order No. 188 dated July 13, 1994 disseminated by DECS Order No. 13, s. 1996 is an authenticated scholastic records. Accordingly, the scholastic record must be authenticated by the Office of the Philippine Embassy/Office of the Consular Official in the country which has jurisdiction over the issuing school, including an English translation of the entries particularly the name of student, subjects, grades, and grade/year level. The translation will facilitate evaluation thereof.

2. Immediate and wide dissemination of this Memorandum is desired.

ELENA R. RUZ
Schools Division Superintendent
Office-In-Charge
Office of the Regional Director

"Character, Competence, Excellence and Distinction"