



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. *169*, s. 2023

To : Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Public Schools District Supervisors
 School Heads in Public and Private Schools
 All Others Concerned

FROM : **MOISES D. LABIAN JR. PhD, CESO VI**
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

For the Schools Division Superintendent:

Sherlita

SHERLITA A. PALMA EdD, CESO VI
 Assistant Schools Division Superintendent
 Officer In Charge
 As per Special Order No. 015, s. 2023

REL
 DATE: MAY 11 2023
 BY:
 CALBAYOG CITY

SUBJECT : **CONDUCT OF THE EARLY REGISTRATION FOR THE SCHOOL YEAR 2023-2024**

Date : May 10, 2023

1. In reference to DepEd Order No. 10, s. 2023, entitled *Amendment to DepEd Order No. 03, S. 2018*, all schools are enjoined to **conduct the Early Registration for SY 2023-2024** of incoming Kindergarten, Grades 1, 7, and 11 learners **from May 10 to June 9, 2023**.
2. All school heads and Learning Information System (LIS) coordinators are enjoined to **daily update or encode the data in the Early Registration facility in the LIS** using the school head or school administrator account.
3. All schools are requested to use the attached Basic Education Enrollment Form (Revised as of March 27, 2023).
4. Attached is the copy of the above-mentioned DepEd Order for reference and guidance.





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5. For more information and other concerns, please visit the PRS office or contact the following personnel:

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6. Immediate dissemination of and compliance with this Memorandum are desired.

Enclosure: As stated
References: DepEd Order No. 10, s. 2023
DepEd Order No. 03, s. 2018

To be indicated in the Perpetual Index under the following subjects:
ENROLLMENT EARLY REGISTRATION

/PRS, PanelaGV

