



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

January 26, 2024

DIVISION MEMORANDUM
 PRS-2024- 049

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

To : SGOD and CID Chiefs
 Education Program Supervisors
 Public School District Supervisors
 Section and Unit Heads
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. In accordance with the memorandum dated January 22, 2024, from the Office of Usec. Nolasco A. Mempin, Undersecretary for Administration, and Regional Memorandum No. 89, s. 2024, titled "Early Registration for School Year 2024-2025", this Office, through the Planning and Research Section (PRS), directs the public schools to conduct Early Registration for School Year 2024-2025 for incoming Grades 1, 7, and 11 learners starting 27 January 2024 to 23 February 2024.
2. The attached DepEd Memorandum from the Central Office provides the guidelines, forms, and other information related to the conduct of the Early Registration.
3. For more information and other concerns, please contact the personnel of the PRS via email prs_calbayog@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum are desired.

MARGARITO A. CADAYONA JR. CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

For the Schools Division Superintendent:

M. Calyoc
ATTY. MARIA CATHERINE S. BARANDINO
 Division Legal Officer
 OIC-Administrative Services Section

01-26-24



Enclosure: As stated
 Reference: As stated

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

SGOD-PRS-GVP





Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

January 26, 2024

REGIONAL MEMORANDUM

No. **89** s. 2024

EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

To: Schools Division Superintendents
 Regional Office Division Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

- Attached is a DepEd Memorandum titled "Early Registration for School Year 2024-2025," from Nolasco A. Mempin, Undersecretary for Administration, and Noel T. Baluyan, Assistant Secretary for Administration, Officer-in-Charge, Planning Service, Department of Education, Central Office, directing the field offices on the conduct of Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners starting January 27, 2024 to February 24, 2024.
- The attached DM provides the guidelines, forms, and other pertinent information relative to the conduct of the Early Registration.
- Immediate dissemination and compliance with this Memorandum are desired.

for: rmmj
EVELYN R. FETALVERO CESO IV
 Regional Director *ru*

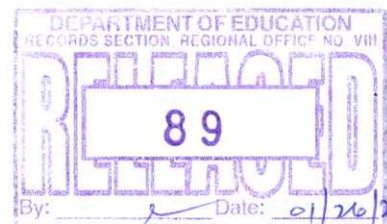
Enclosures: As stated

References: As stated

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

EARLY REGISTRATION ENROLLMENT

PPRD – RCB





Republic of the Philippines
Department of Education

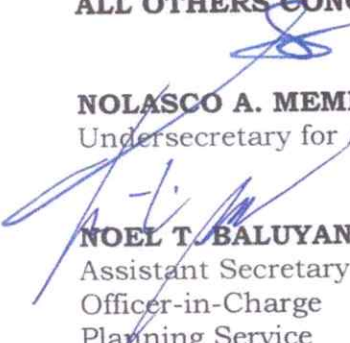
PLANNING SERVICE

Office of the Director

MEMORANDUM

FOR: MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: NOLASCO A. MEMPIN
Undersecretary for Administration


NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge
Planning Service

SUBJECT: EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025

DATE: 22 January 2024

Pursuant to Paragraph V. Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.

2. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
3. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
5. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2024-2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.emisd@deped.gov.ph.



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

Room A-205, 2nd Floor Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telefax No.: (02) 8687-2744; Email: ps.od@deped.gov.ph



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year -
 Grade level to Enroll:

Check the appropriate box only

1. With LRN? Yes No 2. Returning (Balik-Aral) Yes No

INSTRUCTIONS:

Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No.

(LRN) Last Name

Birthdate (mm/dd/yyyy)

Place of Birth (Municipality/City)

First Name

Sex Male Female

Age

Mother Tongue

Middle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community
 Yes No If Yes, please specify: _____

Extension Name e.g. Jr., III (if applicable)

Is your family a beneficiary of 4Ps? Yes No

If Yes, write the 4Ps Household ID Number below

Is the child a Learner with Disability? Yes No

If Yes, specify the type of disability:

- Visual Impairment Hearing Impairment Learning Disability Intellectual Disability
- a. blind Autism Spectrum Disorder Emotional- Behavioral Disorder Orthopedic/Physical Handicap
- b. low vision Speech/Language Disorder Cerebral Palsy Special Health Problem/ Chronic Disease
- Multiple Disorder a. Cancer

Current Address

House No.	Sitio/Street Name	Barangay	
Municipality/City	Province	Country	Zip Code

Permanent Address Same with your Current Address? Yes No

House No./Street	Street Name	Barangay	
Municipality/City	Province	Country	Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name			
Last Name	First Name	Middle Name	Contact Number
Mother's Maiden Name			
Last Name	First Name	Middle Name	Contact Number
Legal Guardian's Name			
Last Name	First Name	Middle Name	Contact Number

For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

--	--	--	--	--	--	--	--

For Learners in Senior High School

Semester 1st 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

Modular (Print)

Online

Radio-Based Instruction

Blended

Modular (Digital)

Educational Television

Homeschooling

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date