



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

January 27, 2025

DIVISION MEMORANDUM
 PRS-2025-072

CONDUCT OF EARLY REGISTRATION FOR SY 2025-2026

To: Asst. Schools Division Superintendent
 Chiefs, SGOD and CID
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Other Concerned

1. With reference to Regional Memorandum No. 83, s. 2025 on the **Conduct of Early Registration for SY 2025-2026**, this Office reminds all schools to conduct the said activity following the guidelines in the attached regional memorandum.

2. To ensure compliance of all schools, the following shall monitor the Early Registration activity and submit an accomplished monitoring tool to the Planning and Research Section **every Thursday**, within the given period.

Monitoring Period: January 25, 2025 to February 15, 2025


1	Calbayog 1 Nora G. Capetillo Dr. Geraldine P. Sumbise Oscar D. Billate, Jr.	7	Oquendo 1 Noemi S. Castante Ricky S. Cano Sharon D. Balza
2	Calbayog 2 Alma R. Caber Joshua Sherwin T. Lim Joanna Lou V. Portura	8	Oquendo 2 Benedicto M. Merales Dr. Lourdes L. Matan Asther E. Bachar
3	Calbayog 3 Anabelle O. Yangzon Dr. Joy B. Saldana Marita P. Senolos	9	Oquendo 3 Gina U. Moreno Dr. Renato S. Cagomoc Robert Anthony Ygrubay
4	Calbayog 4 Jose O. Abon Dr. Nelson R. Bello Marian C. Advincula	10	Tinambacan 1 Ma. Teresa S. Simon Dr. Avelina P. Tupa Eric R. Doroja
5	Calbayog 5 Reynaldo T. Bernales Dr. Erwin L. Purcia Carren Meryl A. Cabadsan	11	Tinambacan 2 Elbert G. Ongcal Arnold M. Jaraba Engr. Jordan B. de Veyra
6	Calbayog 6 Teresa D. Villa Mercedita S. Garcia Rosalia M. Rivera	12	Tinambacan 3 Ester A. Siozon Noel E. Sagayap



Planning and Research Personnel Galina V. Pamela Ma. Marlie M. Mendoza		
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3. This memorandum shall serve as **Travel Order** for the members of the monitoring team in visiting schools. Travel expenses shall be charged against Division MOOE subject to the availability of funds, following the usual accounting rules and regulations.

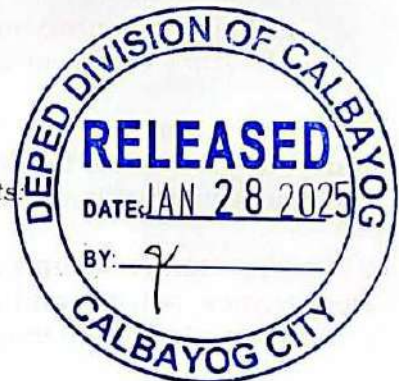
4. Please be guided accordingly.


MARGARITO A. CADAYONA, JR., PhD, CESO VI
Officer In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
Reference: None

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

EARLY REGISTRATON ENROLMENT



2025_YENG





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

January 24, 2025

REGIONAL MEMORANDUM

No. **083** s. 2025

CONDUCT OF EARLY REGISTRATION FOR SY 2025-2026

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

1. Pursuant to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025), this Office hereby announces the Conduct of Early Registration for Incoming Kindergarten, Grades 1,7 and 11 for SY 2025-2026 on January 25, 2025 to February 15, 2025.
2. Schools Division Offices are instructed to conduct in-person monitoring of early registration, provide technical support to schools, and gather comprehensive feedback about the process. Offices should document issues, identify best practices, and submit weekly monitoring results (every Friday) through the link: <https://bit.ly/EarlyRegistration25-26>. (Please see attached monitoring tool)
3. All public elementary and secondary schools must update the Early Registration facility daily with prospective enrollees for non-entry grade levels (Grades 2-6, 8-10, and 12). This update should be based on previous school enrollment data to provide a comprehensive projection of expected enrollment for the upcoming school year.
4. Both public and private schools are instructed to enforce and implement the kindergarten cut-off as stipulated in DO 20, s. 2018 (Amendment to DepEd Order No. 47. S. 2016).
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: Early Registration Monitoring Tool

References: As stated

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

PPRD-RCB



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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Early Registration Monitoring Tool

School Year 2025-2026

Division: _____

Date: _____

Number of Schools Monitored: Public: _____ Private: _____ Total: _____

Indicators	Number of schools adhering to the indicators		Number of schools not adhering to the indicators	
	Public	Private	Public	Private
1. The registration area is situated within the school premises.				
2. The registration area is accessible and prominently visible.				
3. Conduct of child mapping activity is currently in progress.				
4. Personnel are assigned to manage registration processes for each grade level.				
5. Enrollees without complete documentary requirements are accommodated.				
6. Personnel are responsive to and proficient in addressing queries from parents, stakeholders, and learners.				
7. Schools regularly update 'Early Registration Facility' in the Learners' Information System.				

ONSITE ENROLLMENT REPORT

As of _____

Elementary	Male	Female	Total
Kindergarten			
Grade 1			
Total			

Secondary	Male	Female	Total
Grade 7			
Grade 11			
Total			

LIST OF ADVOCACY CAMPAIGNS CONDUCTED BY SDO/SCHOOLS

1. _____
2. _____
3. _____

LIST OF PROBLEMS/ISSUES ENCOUNTERED

1. _____
2. _____
3. _____

Prepared by:
(PRS)

Noted by:
(SDS)