Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

23 January 2025

DIVISION MEMORANDUM
No. _079_ s. 2025

CONDUCT OF THE EARLY REGISTRATION FOR SY 2025-2026

To: Assistant Schools Division Superintendent
        Chiefs, Education Program Supervisor
        Education Program Supervisors
        Public Schools District Supervisors
        Public and Private Elementary and Secondary School Heads
        Unit/Section Heads
        All Others Concerned

1.   Pursuant to the DepEd Order No. 3, s. 2018 dated January 26, 2018, "Basic Education Enrollment Policy" and Memorandum from Undersecretaries for Strategic Management and for Operations on the **Early Registration for SY 2025-2026**, this office announces that the Early Registration for SY 2025-2026 shall start on **January 25** and end on **February 15, 2025**.

2.   All public elementary and secondary schools should update or encode daily the enrolment data in Early Registration Facility in the **Learner Information System (LIS)** using the **school head or school administrator account**.

3.   Public and private schools are being reminded of the eligibility standards as per DepEd Order No. 47, s. 2016 "Omnibus Policy on Kindergarten", that children aged five years old by August 31st of the school year are eligible to enroll in Kindergarten.

4.   Schools are encouraged to intensify the conduct of child-mapping or house-to-campaign to parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.

5.   For services rendered on a Saturday, corresponding credits will be given to participants:

   a. Non-teaching and teaching related participants shall be granted Compensatory Overtime Credit (COC) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2015 and;
   b. Teacher-participants shall be granted Vacation Service Credit (VSC) per DepEd Order No. 13, s. 2024.

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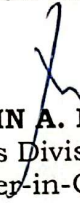www.depedrovcatanduanes.com
DepEd Tayo – Region V - Catanduanes

6.   To ensure compliance with the implementation of Basic Enrollment Policy, this Office announces the conduct of Division Monitoring of Early Registration. The monitoring team shall be composed of the PSDS and selected SGOD personnel. Attached in this Memorandum is the monitoring tool for reference.

7.   Attached are the Early Registration Monitoring Tool and the Basic Education Early Registration Form can be accessed and downloaded through this link: https://bit.ly/SY2025_2026EarlyRegForm, this forms shall be utilized to ensure that the necessary information for registering incoming Kindergarten, Grade 1, 7, and 11 learners, as well as other relevant data, is properly captured.

8.   For information, guidance, and compliance.

By Authority of the OIC-Schools Division Superintendent

DELFIN A. BONDAD
OIC-Assistant Schools Division Superintendent
Officer-in-Charge

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

ENROLLMENT   MONITORING

SGOD/Planning and Research/Conduct of Early Registration SY 2025-2026

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EARLY REGISTRATION MONITORING TOOL

I. SCHOOL PROFILE

Name of School:		Name of School Head:	
School ID:		Region: V (Bicol)	
Division: SDO Catanduanes		District:	
PSDS		Date:	

Activities	Evident	Not Evident	MOVs (Means of Verification)	Remarks
1. School Advocacy Campaign	[ ]	[ ]	[ ] Pictures of advocacy events [ ] Copies of Flyers/announcements [ ] Attendance sheet/s of advocacy meetings	
2. Coordination with Brgy. Officials	[ ]	[ ]	[ ] Minutes of the meeting [ ] Attendance Sheet [ ] Documentation of Agreements	
2. Registration Center in School Premises	[ ]	[ ]	[ ] Pictures of the registration set-up [ ] Logbook of registrants [ ] Signage of the center location	
3. Utilized Basic Education Early Registration Form	[ ]	[ ]	[ ] Filled out BEERF	
4. Encoded Updated Data of Early Registration in the LIS	[ ]	[ ]	[ ] Screenshots of LIS encoding [ ] Summary report from LIS	
5. Child Mapping Result	[ ]	[ ]	[ ] Child mapping report [ ] List of identified learners	

Grade Level	Enrollment SY 2024-2025	Prospective Enrollees SY 2025-2026	Early Registration Enrollment as of_____,2025
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			

Monitoring Team:

Name	Signature

Conforme: _____

Name & Signature of School Head

BASIC EDUCATION EARLY REGISTRATION FORM
THIS FORM IS NOT FOR SALE

Instructions: *Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.*

1. School Year ☐☐☐☐ — ☐☐☐☐

Learner Reference No. (LRN), *if applicable:*
☐☐☐☐☐☐☐☐☐☐☐☐

2. Grade Level to Enroll: ____

3.Learner's Personal Information

Learner's Name:_____
      (Last Name)   (Given Name)   (Middle Name)   (Extn. Name, if any)

Birthdate (mm/dd/yyyy): ___/___/_____ **Age:** ____ **Sex:** ___Male___Female **Religion:**_____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? __No __If yes, please specify:_____

Is the learner a person with disability (PWD)? ____No ___If yes, please specify:_____

Current Address:_____
  House No.   Sitio/Street   Barangay   Municipality/City   Province

Father's Name: _____
      (Last Name)   (Given Name)   (Middle Name)   (Extn. Name, if any)

Mother's Maiden Name:_____
      (Last Name)   (Given Name)   (Middle Name)   (Extn. Name, if any)

Legal Guardian's Name:_____
      (Last Name)   (Given Name)   (Middle Name)   (Extn. Name, if any)

Contact Number: _____

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 for the early registration data collection. 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