MEMORANDUM

To : Public Schools District Supervisors
    Elementary and Secondary School Heads

From : JOSE L. DONCILLO, CESO VI
       Schools Division Superintendent

Subject : Submission of the List of Registrants on Early Registration Day

Date : February 9, 2015

1. The Regional Monitoring Team will conduct assessment/monitoring in all divisions regarding the conduct of Early Registration in all schools.

2. List of Registrants from Kindergarten, Elementary and Secondary Levels be submitted to the Office of the Schools Division Superintendent on or before February 13, 2015; elementary (by district).

3. To achieve the target of the EFA Goals, let us ensure that all 5-year old children, out-of-school youths, with disabilities even in remote places have been enrolled/listed.

4. For kindergarten, this will be the format:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Age</th>
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5. For dissemination and compliance.