

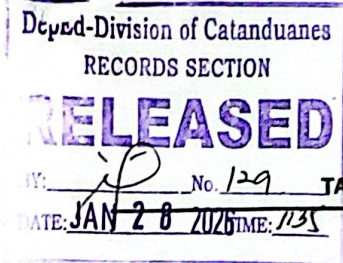


Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES



28 January 2026

DIVISION MEMORANDUM

No. 129 s. 2026

CONDUCT OF THE EARLY REGISTRATION FOR SY 2026-2027

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the DepEd Order No. 3, s. 2018, DepEd Order No. 17, s. 2025, and Regional Memorandum No. 132, s. 2026, this office announces that the Early Registration for SY 2026-2027 shall start on **January 31** and end on **February 27, 2026**.
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 age eligibility standards of Kindergarten as per DepEd Order No. 47, s. 2016, and DepEd Order No. 15, s. 2025.
4. Schools are encouraged to intensify the conduct of child-mapping or house-to-house campaigns to parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
5. To ensure compliance with the implementation of Basic Enrollment Policy, the PSDS should monitor the conduct of the early registration in their respective municipalities/districts and submit the Accomplished Early Registration Monitoring Tool (in bunch) to SGOD-PRS for consolidation and filing on or before **March 9, 2026**.
6. 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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7. The following enclosures are attached for reference:
 - a. Enclosure 1: Regional Memorandum No. 132, s. 2026
 - b. Enclosure 2: Early Registration Monitoring Tool
 - c. Enclosure 3: Basic Education Early Registration Form (downloadable through this link: https://bit.ly/SY2025_2026EarlyRegForm)
8. All expenses relative to the conduct of Early Registration shall be charged against available school and division funds, subject to the usual accounting and auditing rules and regulations.
9. For information, guidance, and strict compliance.

By Authority of the OIC-Schools Division Superintendent

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

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

ENROLLMENT MONITORING

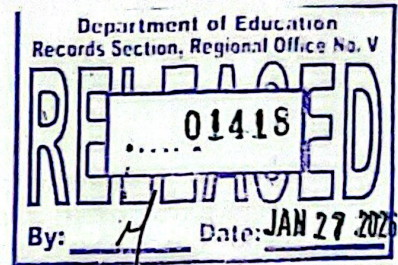
SGOD/Planning and Research/Conduct of Early Registration SY 2026-2027



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Republic of the Philippines
Department of Education
REGION V - BICOL



26 January 2026

REGIONAL MEMORANDUM

No. ~~00132~~, s. 2026

CONDUCT OF EARLY REGISTRATION FOR SY 2026-2027

To : Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Chief Education Supervisors, PPRD and SGOD
Public Schools District Supervisors
School Heads of Public and Private Elementary and Secondary Schools
Regional Planning Officer
Division Planning Officers
All Others Concerned

1. Pursuant to DepEd Order No. 12, s. 2025 and DepEd Order No. 17, s. 2025, this Office hereby reiterates and reminds all concerned of the conduct of Early Registration for School Year (SY) 2026-2027 in all public elementary and secondary schools, including Community Learning Centers (CLCs), and encourages the participation of private schools. Early Registration shall be conducted from the last Saturday of January to the last Friday of February of every year, or on such schedule as may be determined by the Department of Education.

2. The conduct of Early Registration aims to ensure that all incoming Kindergarten, Grade 1, and Grade 7 learners; transferees; returning learners; and Alternative Learning System (ALS) learners enrolling for the first time are pre-registered. This will aid schools in effective planning and preparation for the opening of classes for SY 2026-2027.

3. All Schools Division Offices (SDOs) and schools shall strictly adhere to the **policies, procedures, and timelines** stipulated in the above-cited issuances, particularly on the following:

- Registration of incoming Kindergarten learners aged five (5) years old on or before the cut-off date;
- Registration of incoming Grade 1 and Grade 7 learners;
- Registration of transferees, returning learners, and OSCY;
- Use of appropriate registration forms and information systems; and
- Observance of data privacy and protection protocols.



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Website: <https://region5.deped.gov.ph/>

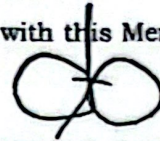


4. School Heads shall ensure the wide dissemination of information on Early Registration through various platforms such as school-based campaigns, coordination with barangay officials, utilization of social media, and other community-based strategies to maximize learner participation.

5. No learner shall be denied registration due to lack of documentary requirements during the Early Registration period. However, schools shall provide assistance and guidance to parents or guardians in completing the required documents prior to the opening of classes.

6. All expenses relative to the conduct of Early Registration shall be charged against available school and division funds, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.



GILBERT T. SADSAD
Regional Director

References:

- DepEd Order No. 17, s. 2025 dated June 13, 2025
- DepEd Order No. 12, s. 2025 dated April 15, 2025

To be indicated in the Perpetual Index
under the following subjects

- DATA**
- LEARNERS**
- POLICY**
- REGISTRATIONS**
- REQUIREMENTS**
- SCHOOL FORMS**

PPRD/rtb/msc
01/26/2026



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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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Pictures of advocacy events <input type="checkbox"/> Copies of Flyers/announcements <input type="checkbox"/> Attendance sheet/s of advocacy meetings	
2. Coordination with Brgy. Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Minutes of the meeting <input type="checkbox"/> Attendance Sheet <input type="checkbox"/> Documentation of Agreements	
2. Registration Center in School Premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Pictures of the registration set-up <input type="checkbox"/> Logbook of registrants <input type="checkbox"/> Signage of the center location	
3. Utilized Basic Education Early Registration Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Filled out BEERF	
4. Encoded Updated Data of Early Registration in the LIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Screenshots of LIS encoding <input type="checkbox"/> Summary report from LIS	
5. Child Mapping Result	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Child mapping report <input type="checkbox"/> List of identified learners	



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Grade Level	Enrollment SY 2025-2026	Prospective Enrollees SY 2026-2027	Early Registration Enrollment as of _____, 2026
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			

Monitored By:

Name	Signature

Conforme: _____
Name & Signature of School Head



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