

Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

26 January 2024

DIVISION MEMORANDUM
No. 041, s. 2024

CONDUCT OF EARLY REGISTRATION FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-charge of the District
Public and Private Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

1. Pursuant to the Regional Memorandum No. 91, s. 2024 and Unnumbered Memorandum re: Early Registration for SY 2024-2025, this office announces that the Early Registration for SY 2024-2025 shall start on January 27 to February 23, 2024.
2. 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 PSDSs/In-charge of the District and selected SGOD personnel. Attached in this Memorandum is the Unnumbered Memorandum, Regional Memorandum, Basic Education Enrollment Form (BEEF) and monitoring tool.
3. Likewise, all public elementary and secondary schools shall update or encode daily in the Early Registration facility of the Learner Information System (LIS) using the school head or school system 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, Grade 1, 7, and 11 learners, and other data, are properly captured.
4. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade level (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 school year enrollment.
5. Public and Private schools are instructed to strictly enforce and implement the kindergarten cut-off as stipulated in DO 20, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
6. For information, guidance and strict compliance.

By Authority of the Schools Division Superintendent

Analit
ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge

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

ENROLLMENT

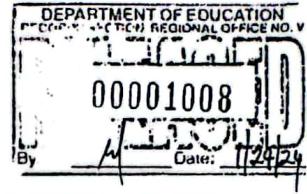
MONITORING



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Republic of the Philippines
Department of Education
 REGION V - BICOL



24 Jan 2024

REGIONAL MEMORANDUM
 No. 000091, s. 2024

DISSEMINATION OF THE MEMORANDUM ON THE CONDUCT OF THE
 EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

To : Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Chiefs of Functional Divisions
 Division Planning Officers
 All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum dated January 22, 2024, titled "Early Registration for School Year 2024-2025."
2. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
 Regional Director

Encl.: As stated.

To be indicated in the Perpetual Index
 under the following subjects

DATA
 ENROLMENT
 REGISTRATION
 SCHOOL FORMS
 SYSTEM

PPRD/msc
 01/24/2024



Regional Center Site, Rawls, Legazpi City 4500

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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.



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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.



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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. <input type="text"/>	
(LRN) Last Name <input type="text"/>	Birthdate (mm/dd/yyyy) <input type="text"/>	Place of Birth (Municipality/City) <input type="text"/>	
First Name <input type="text"/>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Age <input type="text"/>	Mother Tongue <input type="text"/>
Middle Name <input type="text"/>	Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: _____		
Extension Name e.g. Jr., III (if applicable) <input type="text"/>	Is your family a beneficiary of 4Ps? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, write the 4Ps Household ID Number below <input type="text"/>		
Is the child a Learner with Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, specify the type of disability:			
<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Intellectual Disability
<input type="checkbox"/> a. blind	<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Emotional-Behavioral Disorder	<input type="checkbox"/> Orthopedic/Physical Handicap
<input type="checkbox"/> b. low vision	<input type="checkbox"/> Speech/Language Disorder	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Special Health Problem/ Chronic Disease
<input type="checkbox"/> Multiple Disorder			<input type="checkbox"/> a. Cancer
Current Address			
House No. <input type="text"/>	Sitio/Street Name <input type="text"/>	Barangay <input type="text"/>	
Municipality/City <input type="text"/>	Province <input type="text"/>	Country <input type="text"/>	Zip Code <input type="text"/>
Permanent Address Same with your Current Address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
House No./Street <input type="text"/>	Street Name <input type="text"/>	Barangay <input type="text"/>	
Municipality/City <input type="text"/>	Province <input type="text"/>	Country <input type="text"/>	Zip Code <input type="text"/>
PARENT'S/GUARDIAN'S INFORMATION			
Father's Name			
Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Contact Number <input type="text"/>
Mother's Maiden Name			
Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Contact Number <input type="text"/>
Legal Guardian's Name			
Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	Contact Number <input type="text"/>

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:

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Modular (Print) | <input type="checkbox"/> Online | <input type="checkbox"/> Radio-Based Instruction | <input type="checkbox"/> Blended |
| <input type="checkbox"/> Modular (Digital) | <input type="checkbox"/> Educational Television | <input type="checkbox"/> Homeschooling | |

I hereby certify that the above information given are true and correct o 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



Republic of the Philippines
Department of Education
 REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

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	Remarks
1. School advocacy campaign				
2. Registration center in school premises				
3. Utilized of BEEF (Revised as of March 27, 2023)				
4. Encoded the Updated data of Early Registration in the LIS				
5. Child Mapping Result				

ENROLLMENT	Enrollment SY 2023-2024	Prospective Enrollees SY 2024-2025	Enrollment as of _____, 2024
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			



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Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			

Name of Monitoring Person(s)	Signature

Conforme: _____
Name and Signature of School Head



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