

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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DepEd Tayo – Region V - Catanduanes



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- 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 <u>Perpetual Index</u> under the following subjects:

ENROLLMENT

MONITORING

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





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Ragawaran ng Edukasyon REHIYON V - BICOL TANGGAPANG PANSANGAY NG 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 (Means of Verification) | Remarks |
|---|---------|----------------|---|---------|
| 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 | |
| . Child Mapping Lesult | [] | [] | [] Child mapping report [] List of identified learners | |



Kagawaran ng Edukasyon REHIYON V - BICOL TANGGAPANG PANSANGAY NG CATANDUANES

| 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 | | | to the second se |
| 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: Drint logibly | all information requ | uired in CAPITAL letter | rs and check all approp | riate haves Submit |
|--|---|---|--|--|
| Instructions: Print legibly accomplished form to the Per | rson-in-Charge/Regi | strar/Class Adviser. Use | black or blue pen only. | nate boxes. Submit |
| 1. School Year | Ш-П | T L | earner Reference No. (LRI | N), If applicable: |
| 2. Grade Level to Enroll: _ | | | | |
| 3.Learner's Personal Info | rmation | | | |
| Learner's Name:(Las | AN- | (0) | | |
| Birthdate (mm/dd/yyyy): | I I Age | (Given Name) | (Middle Name) | (Extn. Name, if any) |
| Belonging to any Indigenous specify: | | | | |
| s the learner a person with | | | e specify: | |
| Current Address: House | NI- OW (O | | | |
| Father's Name: | No, Sitio/Stre | eet Barangay | Municipality/City | Province |
| Father's Name: | (Last Name) | (Given Name) | (Middle Name) | (Extn. Name, if any) |
| | (Last Nama) | (Civen News) | (Middle Name) | (Extn. Name, if any) |
| egal Guardian's Name: Contact Number: | (Last Name) | (Given Name) | (Middle Name) | (Extn. Name, if any) |
| Department of Education to unreated as confidential in com | use my child's details | s for the early registration | ect to the best of my knowl data collection. The inform | edge and I allow the nation herein shall be |
| Signature | e Over Printed Name of | Parent/Guardian | | Date |
| | | | | |
| | | THIS FORM IS NOT FOR SALE | | |
| nstructions: Print legibly accomplished form to the Pe | all information req | uired in CAPITAL lette | ers and check all appro | priate boxes. Submit |
| 1. School Year | rson-in-Charge/Reg | uired in CAPITAL lette istrar/Class Adviser, Use | ers and check all appro | |
| 1. School Year 2. Grade Level to Enroll: | erson-in-Charge/Reg | uired in CAPITAL lette istrar/Class Adviser, Use | ers and check all appro black or blue pen only. | |
| 1. School Year 2. Grade Level to Enroll: _ 3.Learner's Personal Info | erson-in-Charge/Reg | uuired in CAPITAL lette istrar/Class Adviser. Use | ers and check all appro black or blue pen only. -earner Reference No. (LF | |
| 1. School Year 2. Grade Level to Enroll: _ 3.Learner's Personal Info | erson-in-Charge/Reg | uuired in CAPITAL lette istrar/Class Adviser. Use | ers and check all appro black or blue pen only. -earner Reference No. (LF | RN), if applicable: |
| 1. School Year 2. Grade Level to Enroll: _ 3.Learner's Personal Info | erson-in-Charge/Reg | uuired in CAPITAL lette istrar/Class Adviser. Use | ers and check all appropriates and check all app | RN), if applicable: |
| 2. Grade Level to Enroll: _ 3.Learner's Personal Info earner's Name: | ormation St Name) Age us Peoples (IP) Cor | (Given Name) (Given Name) | ers and check all approparation in the control of t | RN), if applicable: |
| 1. School Year 2. Grade Level to Enroll: _ 3.Learner's Personal Info earner's Name: (Lastirthdate (mm/dd/yyyy): selonging to any Indigenous pecify: sthe learner a person with | ormation St Name) // Age us Peoples (IP) Cor | (Given Name) Sex:Male_ mmunity/Indigenous Cu | ers and check all appropriate of the period | RN), if applicable: |
| 2. Grade Level to Enroll: _ 3.Learner's Personal Info earner's Name: | ormation St Name) // Age us Peoples (IP) Cor n disability (PWD)? | (Given Name) Sex:Male_ mmunity/Indigenous Cu | ers and check all appropriate of the period | RN), if applicable: |
| 2. Grade Level to Enroll: _ 3.Learner's Personal Info earner's Name: | ormation St Name) J/Age us Peoples (IP) Cor n disability (PWD)? No. Sitio/Str | (Given Name) Sex:Male_ mmunity/Indigenous Cu | ers and check all approphises and check all approphises and check all approphises and check or blue pen only. Learner Reference No. (LF (Middle Name) _Female Religion: _ultural Community?No | (Extn. Name, if any |
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| 2. Grade Level to Enroll: | ormation st Name) // Age us Peoples (IP) Cor n disability (PWD)? No. Sitio/Str (Last Name) (Last Name) | (Given Name) Sex:Male_ mmunity/Indigenous CuNoIf yes, pleas eet Barangay (Given Name) | ers and check all approphase or blue pen only. Learner Reference No. (LF (Middle Name) _Female Religion: | (Extn. Name, if any Province (Extn. Name, if any) |
| 1. School Year 2. Grade Level to Enroll: _ 3.Learner's Personal Info earner's Name: (Last Birthdate (mm/dd/yyyy): Belonging to any Indigenous pecify: sthe learner a person with furrent Address: House ather's Name: lother's Maiden Name: egal Guardian's Name: | ormation St Name) J Age us Peoples (IP) Cor in disability (PWD)? No. Sitio/Str (Last Name) (Last Name) (Last Name) | (Given Name) | ers and check all approplated or blue pen only. Learner Reference No. (LF (Middle Name) _Female Religion:No se specify: Municipality/City (Middle Name) (Middle Name) (Middle Name) | (Extn. Name, if any) (Extn. Name, if any) (Extn. Name, if any) (Extn. Name, if any) |
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| 2. Grade Level to Enroll: 3.Learner's Personal Info earner's Name: (Las Grade (mm/dd/yyyy): Belonging to any Indigenous pecify: Sthe learner a person with Current Address: House Sather's Name: Interest of Education to use eated as confidential in come | ormation St Name) J Age us Peoples (IP) Cor disability (PWD)? No. Sitio/Str (Last Name) (Last Name) (Last Name) e above information use my child's details | (Given Name) Sex:Male_ mmunity/Indigenous CuNoIf yes, pleas (Given Name) (Given Name) (Given Name) (Given Name) (Given Name) a given are true and corres for the early registration a Privacy Act of 2012. | cers and check all appropled black or blue pen only. Learner Reference No. (LF (Middle Name) _Female Religion: | (Extn. Name, if any) (Extn. Name, if any) (Extn. Name, if any) (Extn. Name, if any) |

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