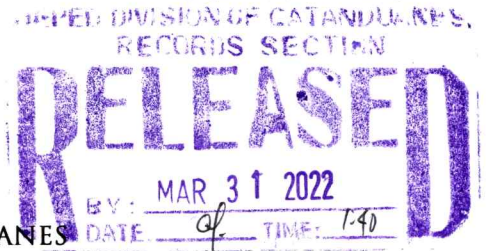


Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES
SAN ROQUE, VIRAC, CATANDUANES



March 30, 2022

DIVISION MEMORANDUM

No. 164, s. 2022

**CONDUCT OF THE EARLY REGISTRATION
FOR THE SCHOOL YEAR 2022-2023**

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

1. Relative to **DepEd Memorandum No. 017, s. 2022** titled **Conduct of the Early Registration for School Year 2022-2023**, this Office hereby informs the field of the schedule and pertinent provisions of the said memorandum which shall govern all public elementary and secondary schools in the Division in the conduct of Early Registration for School Year 2022-2023.
2. **Early Registration for Kindergarten, Grades 1, 7, and 11 learners shall be conducted from March 25 to April 30, 2022**, while Grades 2-6, 8-10, and 12 are considered pre-registered and therefore no longer need to participate in the activity. Schools shall utilize the **Modified Basic Education Enrollment Form** (electronic or printed copies) and data shall be encoded daily in the Early Registration facility in the Learners Information System (LIS) through the school head or school administrator account. Schools may also encode in the facility the prospective enrollees for Grades 2-6, 8-10, and 12 based on the data of the previous school enrolment.
3. In addition, in-person registration through parents or guardians may be allowed in areas under Alert Level 1-2 provided that physical distancing and health and safety protocols are strictly observed. For areas under Alert Level 3-5, early registration will be done remotely.
4. Furthermore, this Office would like to reiterate the strict implementation of the Kindergarten cut-off age in both public and private schools as stipulated in DO No. 020, s. 2018, Amendment to DepEd Order No. 47, s. 2016, to wit:



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph

D1620



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"Age qualification for Kindergarten learners in both public and private schools should be five (5) years old by June 1 of every calendar year. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of August on the condition that the Philippine Early Childhood Development (ECD) Checklist must be administered to the learner prior to the start of the opening of the school year, to ensure that the learner is capable of meeting the expectations of the grade level. Parents may provide documentation and/or certification of the learner's previous Early Childhood Education (ECE) experiences (i.e., preschool, day care, pre-Kindergarten) in addition to the results of the ECD Checklist.

For schools commencing their school year beyond June, the requirement that Kindergarten learners should be five (5) years old by June 1 and the extension period ending on August 31 shall be adjusted. For schools commencing the school year in July, Kindergarten learners should be five (5) years old by July 1 and the extension period shall be until September 30. For schools commencing their school year in August, Kindergarten learners should be five (5) years old by August 1 and the extension period shall be until October 31."

5. Division office personnel are likewise requested to provide the necessary technical assistance and guidance to all public schools in addressing concerns and issues relative to this to facilitate the successful conduct of this undertaking.
6. Attached in this Memorandum is a copy of the Modified Basic Education Enrollment Form. The soft copy of which could be downloaded at DepEd Catanduanes LIS EBEIS FB page.
7. Immediate dissemination of and compliance to this Memorandum is directed.

SUSAN S. COLLANO
Schools Division Superintendent





MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: -

No LRN With LRN

Grade level to Enroll:

Returning (Balik-Aral)

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.

STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable)

DATE OF BIRTH / / SEX MALE FEMALE AGE _____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue _____

4Ps Household ID Number

ADDRESS

House Number and Street

Barangay

City/Municipality/Province/Country

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name)

Mother's Maiden Name (Last Name, First Name, Middle Name)

Guardian's Name (Last Name, First Name, Middle Name)

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

Preferred Distance Learning Modality/ies

Modular (Print) Online Radio-based instruction Blended

Modular (Digital) Education TV Homeschooling Face to Face

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 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