



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
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DepEd, Division of Catanduanes

RECORDS SECTION
Date **FEB 02 2017**

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Initial/Signature: [Signature]

Division Memorandum
No. 19, s. 2017

To : **Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Senior Education Program Specialist
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned**

From : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : **MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY
REGISTRATION**

Date : **February 1, 2017**

1. Please be guided with the attached DepEd Order No 6, 2017 pertaining to the Multi-Year Implementing Guidelines on Early Registration.
2. For your information, guidance and strict compliance.



Republic of the Philippines
Department of Education

27 JAN 2017

DepEd ORDER
No. **6**, s. 2017

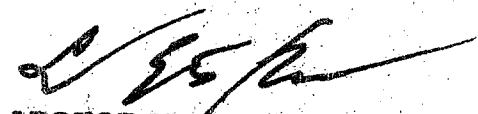
MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY REGISTRATION

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. Early Registration activities for the incoming school year for all public elementary and secondary schools are held from the last Saturday of January to the last Friday of February of each year.
2. With the support of local officials, civic organizations, people's organizations (POs), and the community, a massive advocacy campaign to find children and youth not currently enrolled and bring them back to school shall be undertaken for one month. The activities in support of early registration and the registration process is enclosed.
3. The following are the objectives of the early registration:
 - a. To ensure that all five-year old children are enrolled in kindergarten;
 - b. To ensure that learners who are in school continue their schooling;
 - c. To map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
 - d. To locate, identify and enrol out-of-school children and youth who:
 - i. are in remote/geographically isolated areas;
 - ii. are in difficult circumstances;
 - iii. belong to disadvantaged groups or who suffer from discrimination;
 - iv. have disabilities or in need of special education; and
 - v. have dropped out but would like to go back to school.
 - e. To understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
4. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials, civic organizations and People's Organizations to help and locate children who should be in school. Regional offices and schools division offices (SDOs) shall support school campaigns.

2. Qualification for Grade 1
Kindergarten completers will be accepted in Grade 1.
3. Documentary Requirement:
 - a. The birth certificate of the child shall be the documentary basis for early registration. The birth certificate is submitted to the person in-charge of handling the registration. There is no need to submit again a copy.
 - b. If not available during the Early Registration period, the document can be submitted within the school year.
 - c. The same document is required for other children and youth who have never been to school.
4. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration.
5. Each SDO shall identify areas without schools but may have enrollees, and the SDS shall designate the District Superintendent with the concerned Barangay that early registration can be done in the barangay. Likewise, registration of street children who were identified during the street visits shall be conducted by the SDOs. The SDO should coordinate with the DSWD for this activity.
6. Registration of Children and Youth with Special Needs
[Redacted], shall facilitate the overall planning and implementation of the registration process. He/She shall plan with SPED Centers and trained SPED teachers, together, with health personnel, on their specific roles in the registration process:
 - a. Conduct an orientation on the screening and identification of children and youth with disabilities in regular schools without SPED programs;
 - b. Network with organizations/associations of people with disabilities (PWDs) or those working for PWDs, including government agencies, which can provide assistance to regular schools;
 - c. Prepare a deployment schedule of SPED teachers, health personnel, and the NGO, PWD volunteers during the *Early Registration*; and
 - d. Communicate possible interventions to the families/parents/guardians of children with special needs during the early registration. This will help to convince them to enrol their children in special education.
7. Registration of OSCs and OSYs
Learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the *Alternative Learning System (ALS)* shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.
8. Elementary and high school officials, SDOs and ROs shall ensure that children or youth registered during this period come to school on the opening of classes in June.

5. Expenses related to Early Registration Day shall be charged to local funds, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.
6. These multi-year guidelines shall take effect starting FY 2017, and shall remain in force thereafter unless sooner repealed, amended, or rescinded.
7. For more information, all concerned may contact the **DepEd Action Center** at telephone nos. (02) 636-1663, (02) 636 1942, and mobile phone no. 0919-456-0027 or through email at action@deped.gov.ph.
8. Immediate dissemination of and strict compliance with this Order is directed.



LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

DepEd Order No. 5, s. 2016

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

ADMISSION OR ENROLLMENT
BASIC EDUCATION
CAMPAIGN
KINDERGARTEN EDUCATION
LEARNERS
ORGANIZATIONS
SCHOOLS