



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 24 2021

**DIVISION MEMORANDUM**

No. 096, s. 2021

**EARLY REGISTRATION FOR SY 2021-2022**

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
SGOD Personnel  
Public and Private School Principals/ Administrators  
All Others Concerned

1. This Office announces the conduct of Early Registration for School Year 2021-2022 from March 26- April 30, 2021.
2. As stipulated in DepEd Order (DO) No. 3, s. 2018 or the *Basic Education Enrollment Policy*, all incoming Kindergarten, Grade 1, 7 and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming SY. Grades 2-6, 8-10 and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. In the context of the prevailing COVID-19 public health emergency, the conduct of early registration shall be done remotely. In person registration through parents or guardians may also be allowed provided physical distancing and health and safety protocols are strictly observed.
4. School heads are directed to submit to their respective public schools district supervisor (PSDS) their plan for remote or alternative means of early registration including information campaign and other related activities to ensure the safety of teachers, parents and all others concerned.
5. School authorities of public and private schools are mandated to implement the Kindergarten cut-off age under DO 020, s. 2018.
6. School heads must ensure that data on Early Registration SY 2021-2022 is regularly reported and updated every 11:00 AM and 4:00 PM beginning March 26, 2021. Online reporting should be done through the following:




“WE MOULD HEROES”

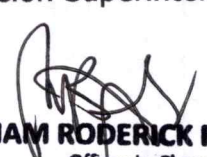
Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
Email Address: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)



ISO 9001: 2015 CERTIFIED

- a. Online encoding in the Early Registration Facility for SY 2021-2022 in the Learner Information System (LIS); and
  - b. Division Online Registration on the link to be provided and announced through a Division Advisory.
7. Submission of documentary requirements stated in DO 3, s. 2018 may be deferred if parents or guardians may be at risk in the process of obtaining or securing the said documents.
  8. For more information and guidance, refer to DO 3, s. 2018.
  9. The School Governance and Operations Division, in coordination with the PSDSs, shall monitor the activity.
  10. Immediate dissemination and strict compliance of this Memorandum is enjoined.

 **ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

  
**WILLIAM RODERICK R. FALLORIN**  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent

Reference: DM 08, s. 2021  
DO 03, s. 2018

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

ADMISSION	ENROLLMENT
DATA	LEARNERS
EARLY REGISTRARION	SCHOOLS

S06  
March 24, 2021





Republic of the Philippines  
**Department of Education**

08 MAR 2021

DepEd MEMORANDUM  
No. **008**s. 2021

**DEFERMENT OF THE CONDUCT OF EARLY REGISTRATION  
FOR SCHOOL YEAR 2021-2022**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Given the major changes in the school calendar for School Year (SY) 2020-2021 where the start of school year was moved from June to October 2020, the conduct of early registration for SY 2021-2022 is deferred to **March 26 to April 30, 2021**.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the *Basic Education Enrollment Policy*, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming SY. Grades 2-6, 8-10 and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. In the context of the prevailing COVID-19 public health emergency, the conduct of early registration shall be done remotely in areas under General Community Quarantine (GCQ). In-person registration through parents or guardians may be allowed in areas under Modified General Community Quarantine (MGCQ) provided physical distancing and health and safety protocols are strictly observed.
4. School authorities of public and private schools are mandated to strictly implement the Kindergarten cut-off age under DO 020, s. 2018.
5. 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](mailto:ps.emisd@deped.gov.ph).
6. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary



To authenticate this document,  
please scan the QR code



DEPED-OSEC-440734

**References:**

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

AMENDMENT  
ADMISSION  
CHANGE  
DATA  
ENROLLMENT  
LEARNERS  
POLICY  
REQUIREMENTS  
SCHOOLS  
TRANSFER

JDMC/SMMA/APA/MPC, DM Deferment of the Conduct of Early Registration for SY 2021-2022  
0066 - March 4, 2021



**BASIC EDUCATION ENROLLMENT FORM**

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year:   -  ☐ No LRN ☐ With LRN ☐ 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. \_\_\_\_\_

Learner Reference No. (LRN) LAST NAME FIRST NAME MIDDLE NAME 

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

DATE OF BIRTH  /  / 

(Month/Day/Year)

SEX ☐MALE ☐FEMALE ☐

AGE \_\_\_\_\_

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ☐ No ☐ Yes

If Yes, please specify. \_\_\_\_\_

Mother Tongue \_\_\_\_\_

**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) \_\_\_\_\_

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 \_\_\_\_\_

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE  /  / 

(Month/Day/Year)

Grade Level \_\_\_\_\_

Track (for SHS) \_\_\_\_\_