



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

MAR 26 2021

DIVISION MEMORANDUM

No. 097, s. 2021

**ADDITIONAL INFORMATION ON THE CONDUCT OF
EARLY REGISTRATION FOR SY 2021-2022**

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

1. Relative to Division Memorandum No. 96, s. 2021 entitled "Early Registration for School Year 2021-2022", this Office issues another memorandum to provide additional information to ensure orderly and safe conduct of the activity.
2. Schools are instructed to use the Modified Basic Education Enrollment Form (See attached form).
3. Schools are reminded on the strict implementation of Cut-off Age in Kindergarten as stipulated in DO No. 3, s. 2018 which specifically provides that for schools commencing their SY in August, **Kindergarten learners should be 5 years old by August 1 and extension shall be until October 31, 2021. This provision is applicable for this SY considering that the official opening of classes is August 2021.**
4. School heads are also directed to be in close coordination with the barangay officials so forms and advocacy and campaign materials may be available in Barangay Halls and other conspicuous places and for the establishment of Early Registration Drop-box.
5. Likewise, 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:
 - a. Online encoding in the Early Registration Facility for SY 2021-2022 in the Learner Information System (LIS); and



“WE MOULD HEROES”

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ISO 9001: 2015 CERTIFIED

b. Division Online Reporting through the following links:

ABUCAY	-	http://bit.ly/ER-2021-ABUCAY
BAGAC	-	http://bit.ly/ER-2021-BAGAC
DINALUPIHAN- EAST	-	http://bit.ly/ER-2021-DINEAST
DINALUPIHAN- WEST	-	http://bit.ly/ER-2021-DINWEST
HERMOSA	-	http://bit.ly/ER-2021-HERMOSA
LIMAY	-	http://bit.ly/ER-2021-LIMAY
MARIVELES	-	http://bit.ly/ER-2021-MARIVELES
MORONG	-	http://bit.ly/ER-2021-MORONG
ORANI	-	http://bit.ly/ER-2021-ORANI
ORION	-	http://bit.ly/ER-2021-ORION
PILAR	-	http://bit.ly/ER-2021-PILAR
SAMAL	-	http://bit.ly/ER-2021-SAMAL
SECONDARY (JHS & SHS)	-	http://bit.ly/ER-2021-JHS-SHS

6. To provide technical assistance on policy and processes related to concerns and clarifications, SDO Bataan may be contacted thru the following hotlines:

Smart- 09666593943 Globe- 09618990683

Email- bataan@deped.gov.ph

depedbataan.planning.research@deped.gov.ph

Facebook- <https://www.facebook.com/DepedBataan>

On the other hand, schools must also have their own hotline numbers and school heads must assign Early Registration focal persons to answer inquiries from the public.

7. The Early Registration SY 2021-2022 Monitoring Tool is attached for information and guidance.
8. Immediate dissemination and strict compliance of this Memorandum is enjoined.

 **ROMEO M. ALIP, PhD, CESO V**
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


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

S06
March 25, 2021



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION

**EARLY REGISTRATION SY 2021-2022
PROCESS MONITORING TOOL**

This tool should be accomplished by the SGOD Personnel

Objectives:

- To ensure that all five-year old children are enrolled in kindergarten.
- To ensure that learners who are in school continue their schooling through distance learning and other modalities.
- To conduct remote household mapping in all barangays and record information for potential enrollees of Alternative Learning System (ALS).
- To locate, identity and enroll out-of-school children and youth using online modalities and other forms of registration during this pandemic.
- To identify barriers/problems in the conduct of Early Registration and propose interventions to improve the process.

A. PROFILE OF THE SCHOOL

Name of the School _____ District _____
Name of the School Head _____

B. ADVOCACY CAMPAIGN

Indicators	Implemented	Not Implemented	Remarks
1. Conducted Planning Meeting with teachers and stakeholders			
2. Organized Early Registration Working Committee with Terms of Reference			
3. Established and posted hotline numbers			
4. Posted information materials using tarpaulins, banner, etc.			
5. Others, please specify			

C. IMPLEMENTATION ACTIVITIES

Indicators	Implemented	Not Implemented	Remarks
1. Modes of Registration Implemented			
1.1 Facebook			
1.2 Google Forms/Sheets			
1.3 Emails			
1.4 Radio			
1.5 Television			
1.6 Drop-Box			
1.7 Others			
6. Updated Registration Data through: -LIS -Division Online Reporting			
7. Others, please specify			

D. INVOLVEMENT OF COMMUNITY

List of Volunteers	Agency	Tasks

E. DATA GATHERED as of

Grade Level	Male	Female	Total
Kindergarten			
Grade 1			
Grade 7			
Grade 11			
Out of School Children			
Out of School Youth			
With Special Needs			
ALS			

F. GAPS, ISSUES/PROBLEMS, RECOMMENDATIONS AND SOLUTIONS

(Problems gathered during the conduct of the activity and the recommendations and solutions made.)

GAPS, ISSUES/PROBLEMS	RECOMMENDATIONS AND SOLUTIONS

Name and Signature of Monitor

Date