

Republic of the Philippines

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 26 2021

DIVISION MEMORANDUM No. <u>○</u> 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







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- WESThttp://bit.ly/ER-2021-DINWEST HERMOSA http://bit.ly/ER-2021-HERMOSA http://bit.ly/ER-2021-LIMAY LIMAY **MARIVELES** http://bit.ly/ER-2021-MARIVELES **MORONG** http://bit.ly/ER-2021-MORONG **ORANT** http://bit.ly/ER-2021-ORANI ORION http://bit.ly/ER-2021-ORION **PILAR** http://bit.ly/ER-2021-PILAR http://bit.ly/ER-2021-SAMAL 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: Officer-in-Charge
Office of the Assistant Schools Division Superintendent

DATA **LEARNERS**

EARLY REGISTRARION **SCHOOLS**

S06

March 25, 2021

MODIFIED BASIC EDUCATION ENROLLMENT FORM ANNEX 1 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 **FEMALE** AGE (Month/Day/Year) Belonging to any Indigenous Peoples (IP) If Yes, please specify Community/Indigenous Cultural Community? 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 2nd Sem Semester 1st Sem Track Strand (if any) Preferred Distance Learning Modality/ies Modular (Print) Online Radio-based instruction Blended Modular (Digital) Educational TV Homeschooling I hereby certify that the above information given are true and correct to the best of my knowledge and I

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.



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:

- 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 through distance learning and other modalities.
- c. To conduct remote household mapping in all barangays and record information for potential enrollees of Alternative Learning System (ALS).
- d. To locate, identity and enroll out-of-school children and youth using online modalities and other forms of registration during this pandemic.
- e. 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
 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, RECOMMENDATIONDS 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