



SCHOOLS DIVISION OFFICE OF BATAAN

Website: www.depedbataan.com | email: bataan@deped.gov.ph | FB Page: <https://www.facebook.com/DepEdBataan>
Telephone / Fax : 047-2372102 | Address: Bataan Provincial Capitol Compound, Balanga City 2100

January 28, 2020

DIVISION MEMORANDUM

No. 040, s. 2020

EARLY REGISTRATION FOR SCHOOL YEAR 2020-2021

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Public Schools District Supervisors
Public Elementary, Junior High School and Senior High School Principals
All Others Concerned

1. Pursuant to DepEd Order No. 3, s. 2018 entitled Basic Education Enrollment Policy, this Office announces the conduct of Early Registration of incoming Kindergarten, Grades 1, 7 and 11 learners in public schools for School Year 2020-2021 from February 1- March 6, 2020.
2. Early Registration aims to ensure that all entrants for Kindergarten, Grades 1, 7 and 11 learners are registered; and to locate, identify and register all out-of-school children and out-of-school youth in the community.
3. Hence, all school heads are instructed to hold information dissemination and advocacy campaign; set up Early Registration Desks or Registration Centers; conduct child mapping using the School Improvement Plan (SIP) Child Mapping Tool (Annex 1, DO 44, s. 2015); and other related activities.
4. Online reporting on Early Registration SY 2020-2021 shall be done through:
 - a. Division Online Registration using the following link:

DISTRICT
ABUCAY
BAGAC
DINALUPIHAN EAST
DINALUPIHAN WEST
HERMOSA
LIMAY
MARIVELES

URL (DepED Email Required)
<http://bit.ly/ER-2020-ABUCAY>
<http://bit.ly/ER-2020-BAGAC>
<http://bit.ly/ER-2020-DINEAST>
<http://bit.ly/ER-2020-DINWEST>
<http://bit.ly/ER-2020-HERMOSA>
<http://bit.ly/ER-2020-LIMAY>
<http://bit.ly/ER-2020-MARIVELES>

“WE MOULD HEROES”

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation.

As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where:

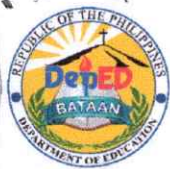
- Students learn in a child-friendly, gender-sensitive, safe, and motivating environment
- Teachers facilitate learning and constantly nurture every learner
- Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen
- Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.

QUALITY POLICY

- I. Providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements.
- II. Considering and meeting all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results.
- III. Determining and meeting the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements.
- IV. Continuously improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.



ISO 9001: 2015 CERTIFIED



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MORONG <http://bit.ly/ER-2020-MORONG>
ORANI <http://bit.ly/ER-2020-ORANI>
ORION <http://bit.ly/ER-2020-ORION>
PILAR <http://bit.ly/ER-2020-PILAR>
SAMAL <http://bit.ly/ER-2020-SAMAL>
SECONDARY SCHOOLS <http://bit.ly/ER-2020-SECONDARY>

b. Online encoding in the Early Registration Facility for SY 2020-2021 in the Learner Information System (LIS).

5. Eligibility and documentary requirements:

Level	Eligibility	Documentary Requirements
Kinder	5 years old on or before August 31, 2020	*Birth Certificate
Grade 1	Kinder completer	*Birth Certificate, Kindergarten Certificate of Completion
	PEPT Passer for Kinder Level	*Birth Certificate, Result of PEPT or PVT
	Non-Kinder completer but at least 6 years old on or before August 31, 2020, has undergone KCEP and assessed as Grade 1-ready as per ECD Checklist	*Birth Certificate, Result of ECCD Assessment Checklist
Grade 7	Grade 6 completer	SF 9 Grade 6
	PEPT passer for Grade 6 ALS A&E Elementary passer	Result of PEPT or A&E Test
Grade 11	Grade 10 completer	SF 9 Grade 10
	PEPT passer for Grade 10 ALS A&E Secondary passer (2018 or earlier)	Result of PEPT or A&E Test

**Birth Certificate (in the absence of PSA/NSO birth certificate, Local Civil Registrar birth certificate, baptismal or barangay certificate)*

6. For more information and guidance, refer to DO 3, s. 2018.

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7. Service credits shall be granted to all teachers involved in the conduct of Early Registration in accordance to DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers. The requirements for service credit are biometrics-generated daily time record (DTR), list of pupils/ students registered and narrative and pictorial report.
8. The School Governance and Operations Division, in coordination with the Public Schools District Supervisors, shall monitor the conduct of this activity. (Attached is the Early Registration Monitoring Tool.)
9. Wide and immediate dissemination and compliance of this Memorandum is enjoined.

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

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Reference: DO 3, s. 2018

To be included in the Perpetual Index using
the following subject:

EARLY REGISTRATION
SCHOOLS

PUPILS
STUDENTS

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**EARLY REGISTRATION MONITORING TOOL
SY 2020-2021**

This tool should be accomplished by the Monitor.

Objectives:

1. To ensure that all five-year old (5y/o) children are enrolled in Kindergarten;
2. To ensure that all school-aged children who are already in school continue their schooling;
3. To map households within the catchment area and record information for potential enrollees for ALS;
4. To locate, identify and enroll out-of-school children and youth who:
 - a. are in remote and geographically isolated areas;
 - b. are in difficult circumstances;
 - c. belonged to disadvantage groups and suffering from discrimination;
 - d. have disabilities or in need of special education; and
 - e. have dropped out and would like to go back to school.
5. To break the barriers to access to education and provide possible solutions or interventions.

A. SCHOOL PROFILE

District: _____ Name of School: _____
Name of School Head: _____

B. MEMBERS OF REGISTRATION TEAM:

C. NUMBER OF REGISTRANTS

Grade	Male	Female	Total
Kindergarten			
1			
7			
11			
Out of School Children			
Out of School Youth			
With Disability			
TOTAL			

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D. SCHOOL ADVOCACY PROGRAM/ACTIVITIES

School Advocacy Program/Activities	Evident	Not Evident	Remarks
1. Established Early Registration Desk			
2. Posted Early Registration Process Flow			
3. Assigned school staff to assist registrants			
4. Conducted child mapping			
5. Posted campaign materials (tarpaulin, streamers, brochure, fliers, etc.)			
6. Utilized social media, radio, television, others in information dissemination			
7. Involved stakeholders (parents, local barangay officials, other civic organization)			
8. Others (please specify)			

E. ISSUES AND CHALLENGES ENCOUNTERED

F. COPING STRATEGIES TO ADDRESS THE ISSUES AND CHALLENGES

Name and Signature of Monitor

Name and Signature of Respondent

Designation

Designation

Date

Date

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