



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

DIVISION MEMORANDUM
No. 149, s.2023

MAY 11 2023

EARLY REGISTRATION FOR SY 2023-2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SGOD Personnel
Public and Private Schools Principals/ Administrators
All Others Concerned

1. This Office announces the conduct of Early Registration for School Year 2023-2024 from May 10 to June 9, 2023.
2. As stipulated in DepEd Order (DO) No. 03, 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 adjustments of plans for the incoming School Year. 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 in the same timeframe.
3. School authorities of public and private schools are mandated to implement the Kindergarten cut-off age under DO 020, s. 2018.
4. School heads must ensure that data on Early Registration SY 2023-2024 is regularly reported and updated every 11:00 AM and 4:00 PM beginning May 10, 2023. Online reporting should be done through the following:
 - a. Online encoding in the Early Registration Facility for SY 2023-2024 in the Learner Information System (LIS); and
5. Submission of documentary requirements stated 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.
6. For more information and guidance, refer to DO 3, s. 2018.



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Email Address: bataan@deped.gov.ph | **Website:** www.depedbataan.com | **Facebook Page:** www.facebook.com/DepedBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



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

7. The School Governance and Operations Division, in coordination with PSDSs, shall monitor the activity.
8. Immediate dissemination and strict compliance of this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

FOR THE SCHOOLS DIVISION SUPERINTENDENT

RAMON C. PEREZ
Chief Education Supervisor-SGOD

Reference: DO 10, s.2023
DM 08, s.2021
DO 03, s.2018

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

ADMISSION ENROLLMENT
DATA LEARNERS
EARLY REGISTRATION SCHOOLS

SO7/SO48
May 10, 2023



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CSC Resolution No. 2001100



Republic of the Philippines
Department of Education

MAY 09 2023

DepEd ORDER
No. **010**, s. 2023

AMENDMENT TO DEPED ORDER NO. 03, s. 2018
(Basic Education Enrollment Policy)

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. The Department of Education (DepEd) issued DepEd Order (DO) No. 03, s. 2018, or the Basic Education Enrollment Policy which institutionalized an efficient enrollment process in public and private schools and state/local universities and colleges (SUCs/LUCs), as well as provides the schedule of the conduct of early registration.
2. With the shift of the beginning of the school year (SY) from June to August in the previous years, the Department amends the schedule of the conduct of early registration in Paragraph V.A which shall read as follows:

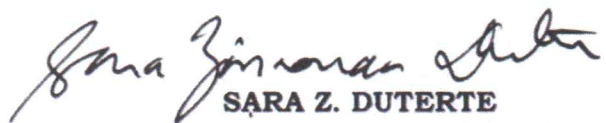
V. Enrollment Procedure

A. Early Registration

Early registration for the school year 2023–2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from May 10 to June 9, 2023.

3. Also, this reiterates the provision in DO 03, s. 2018, that all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow DepEd to make the necessary preparations and adjustments of plans for the incoming SY 2023–2024. While incoming Grades 2–6, 8–10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
4. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.

5. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g., Grades 2–6, 8–10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
6. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
7. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
8. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2023–2024, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.
9. All other provisions of DO 03, s. 2018, not otherwise affected or amended by this DepEd Order, shall remain valid and effective unless otherwise amended by other DepEd issuances.
10. This DepEd Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
11. 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@depd.gov.ph.
12. Immediate dissemination of and strict compliance with this Order is directed.


SARA Z. DUTERTE

*Vice President of the Republic of the Philippines
Secretary of the Department of Education*

References:

DepEd Order (No. 03 and 020, s. 2018)

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

AMENDMENT
ADMISSION
ENROLLMENT

KINDERGARTEN EDUCATION
LEARNERS
POLICY



THIS FORM IS NOT FOR SALE

Check the appropriate box only

☐ NO LRN ☐ VAS LRN ☐ RETURNING (BANK AKA)

STUDENT INFORMATION

Learner Reference No (LRN)

[illegible][illegible][illegible]

EXTENSION NAME e.g. Jr III (if applicable)

DATE OF BIRTH / / SEX MALE FEMALE AGE

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ☐ No ☐ Yes If Yes, please specify _____

Mother Tongue _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

505792

Zip Code

Father's Name: _____
 Mother's Name: _____
 First Name: _____
 Middle Name: _____
 Last Name: _____

Mother's Name: _____ Date: _____ Page: _____

Telephone No

Cellphone No

For Returning Learners (Balk-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)
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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



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

DATE OF FIRST ATTENDANCE

Grade Level _____ Track (for SMS): _____