



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

DIVISION MEMORANDUM

No. 051, s. 2025

JAN 28 2025

EARLY REGISTRATION FOR THE SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. As stipulated in DepEd Order No. 3, s. 2018 or the "Basic Education Enrollment Policy" and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", this Office announces that the conduct of Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for School Year 2025-2026 shall commence on January 25, 2025 to February 15, 2025.
2. School Heads are directed to update daily Early Registration data in the Learner Information System (LIS) using the school head or the school administrators account. Public schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (e.g. Grade 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.
3. The kindergarten cut-off age as stipulated in DepEd Order No. 020, s. 2018 or the amendment to DepEd Order No. 47, s. 2016 shall be strictly implemented.
4. Schools shall intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
5. School Heads shall facilitate the conduct of advocacy campaigns within their respective jurisdiction to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026. Likewise, the School Governance Operations Division in coordination with the Public School District Supervisors shall monitor the activity.



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6. Attached is a copy of the Unnumbered Memorandum on Early Registration for School Year 2025-2026 from the Office of Undersecretary for Strategic Management and Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations. (*Enclosure 1. Unnumbered Memo on Early Registration for School Year 2025-2026*)
7. Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialist II, OIC-Planning Officer, OIC-Division Engineer, and Project Development Officers shall conduct monitoring and evaluation of the above-mentioned activity. (*Enclosure 2. List of Monitors*) Moreover, Enclosure No. 3 contains the Process Monitoring Tool.
8. All monitors shall submit the Consolidated Report of the Process Monitoring Tool on or before February 25, 2025, to the SGOD SMME Unit.
9. Service credits for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel will be granted per DepEd Order No. 13, s. 2024 titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" and Civil Service Commission – Department of Budget and Management Joint Circular No. 2, s. 2015, re: Policies and Guidelines on Overtime, Services and Overtime Pay for Government Employees, respectively.
10. Additionally, adherence to the provisions of Republic Act 5546, titled An Act to Further Amend Republic Act Numbered Four Thousand Two Hundred Six Entitled "*An Act Prohibiting the Collection of Contributions from School Children Of Public Primary, Intermediate And High Schools*", be observed and implemented
11. Immediate dissemination of this Memorandum is desired.


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

References: as stated
Encls: as stated
To be included in the Perpetual Index
Under the following:
DATA
EARLY REGISTRATION
ENROLLMENT
LEARNERS
MONITORING
TOOL

SOA/NMM
January 28, 2025



Kabukiran, Calaylayan, Abucay 2114 Bataan

www.depedbataan.com

www.facebook.com/DepEdBataan

bataan@deped.gov.ph

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Republic of the Philippines
Department of Education

MEMORANDUM

FOR : **MINISTER, BASIC HIGHER AND TECHNICAL EDUCATION,
BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM : **RONALD U. MENDOZA, PhD**
Undersecretary for Strategic Management

MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

DATE : 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025 and ends on 15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here: https://bit.ly/SY2025_2026EarlyRegForm.



3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
4. 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).
5. Schools shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service – Education Management Information System Division (PPS-EMISD)** through email at ps.emisd@deped.gov.ph, or you may visit them on 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.





BASIC EDUCATION EARLY REGISTRATION FORM

THIS FORM IS NOT FOR SALE

Instructions: Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

1. School Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2. Grade Level to Enroll: _____	Learner Reference No. (LRN), if applicable: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. Learner's Personal Information	
Learner's Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Birthdate (mm/dd/yyyy): ___/___/____ Age: ___ Sex: ___ Male ___ Female Religion: _____	
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ___ No ___ If yes, please specify: _____	
Is the learner a person with disability (PWD)? ___ No ___ If yes, please specify: _____	
Current Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> House No. Sitio/Street Barangay Municipality/City Province </div>	
Father's Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Mother's Maiden Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Legal Guardian's Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Contact Number: _____	
<p style="font-size: small;">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 for the early registration data collection. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.</p>	
_____ Signature Over Printed Name of Parent/Guardian	_____ Date



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3. Learner's Personal Information	
Learner's Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Birthdate (mm/dd/yyyy): ___/___/____ Age: ___ Sex: ___ Male ___ Female Religion: _____	
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ___ No ___ If yes, please specify: _____	
Is the learner a person with disability (PWD)? ___ No ___ If yes, please specify: _____	
Current Address: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> House No. Sitio/Street Barangay Municipality/City Province </div>	
Father's Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Mother's Maiden Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Legal Guardian's Name: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (Last Name) (Given Name) (Middle Name) (Extn. Name, if any) </div>	
Contact Number: _____	
<p style="font-size: small;">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 for the early registration data collection. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.</p>	
_____ Signature Over Printed Name of Parent/Guardian	_____ Date



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Enclosure 2 to the Division Memorandum No. _____ s. 2025

LIST OF MONITORS

	District	EPS	PSDS	SGOD
1	Dinalupihan East	Jean A. Lintag	Ruel D. Lingad	Francez Paulene T. Likwong
2	Dinalupihan West		Ronie S. Mendoza	Jethro M. Nocom
3	Hermosa	Roberto R. Pantig	Arlene S. Carlos	Gerald A. Lingad
4	Orani	Mila D. Calma	Jeolfa G. Reyes	Jessalyn Anne
5	Samal	Maria Teresa C. Perez	Elma P. Dizon	Mar-Elen Fe G. Reñosa
6	Abucay	Edgar E. Garcia	Elvira R. Mina	Maria Amieleen DJ. Gabaya
7	Pilar	Evelyn V. Mendoza	Minerva P. Rillo	Rojomel M. Idquival
8	Orion	Romeo M. Layug	Teresita R. Ordiales	
9	Limay	Danilo C. Caysido	Francisco B. Bautista	Raymond Joseph V. Mendoza
10	Mariveles	Edwin Riel Bermillo	Rodger R. de Padua	Nico M. Mangaliman
11	Bagac	Jacqueline C. Tuazon	Jonathan B. de Guzman	Hermie G. Duran
12	Morong		Mariel M. Labandilo	Misty B. dela Cruz



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Enclosure No. 3 to the Division Memorandum No. _____, s. 2025

PROCESS MONITORING TOOL ON EARLY REGISTRATION SY 2025-2026

Objectives:

- To ensure that all five-year old children are enrolled in kindergarten to .
- 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, identify 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			



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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 Drop-Box			
1.5 Others			
2. Updated Registration Data through LIS			
3. 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			



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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 Monitors

Date

Name and Signature of Monitors

Name and Signature of Monitors

Conforme:

Name and Signature of School Head