



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

JAN 19 2026

DIVISION MEMORANDUM

No. 031, s. 2026

EARLY REGISTRATION FOR THE SCHOOL YEAR 2026-2027

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 DepEd Order No. 12, s. 2025 or the "Multi-Year Implementing Guidelines on the School Calendar and Activities", this Office announces that the conduct of Early Registration for incoming Kindergarten, Grades 1, 7, 11, Out-of-School Children, Youth, and Adults (OSCYA), and Transferees learners in public schools for School Year 2026-2027 shall commence on January 31, 2026 to February 27, 2026.
2. School Heads are directed to update daily Early Registration data in the Learner Information System (LIS) using the school head or the school administrator's 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. 015, s. 2025 titled "Amendment to DepEd Order No. 47, s. 2016 (Omnibus Policy on Kindergarten Education) as Amended by DepEd Order No. 020, s. 2018 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 2026-2027.



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6. Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialist II, Planning Officer, and Project Development Officers shall conduct monitoring and evaluation of the above-mentioned activity. (*Enclosure 1. List of Monitors*) Moreover, Enclosure No. 2 contains the Process Monitoring Tool.
7. All monitors shall submit the Consolidated Report of the Process Monitoring Tool on or before March 6, 2026, to the SGOD SMME Unit.
8. 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.
9. 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
10. This Memorandum serves as the Travel Authority of the participants.
11. Immediate dissemination and strict compliance 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

SO/NMM/ January 15, 2026



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Enclosure 1 to the Division Memorandum No. _____ s. 2026

LIST OF MONITORS

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



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Enclosure No. 2 to the Division Memorandum No. _____, s. 2026

PROCESS MONITORING TOOL ON EARLY REGISTRATION SY 2026-2027

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