



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 013, s. 2020


January 8, 2020

**Conduct of Early Registration for SY 2020-2021**

To: **CID and SGOD Chiefs**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**School Heads**

1. In pursuance to DepEd Order No. 6, 2017, re: Multi-Year Implementing Guidelines on Early Registration and DepEd Order No. 3, s. 2018 on Basic Education Enrollment Policy particularly on Section V.A which states that "Early registration of incoming Kindergarten, Grade 1 and Grade 7 and 11 learners in public schools shall be conducted from the last Saturday of January to the last Friday of February each Year", this Office reiterates that, for School Year 2020-2021, the Early Registration for Kindergarten, Grade 1, 7 and 11 commences on January 25 and ends February 28, 2020.
2. Public Schools District Supervisors, except those assigned in DiCNHS, are expected to monitor and provide technical assistance to cluster-schools of their jurisdiction.
3. Schools are directed to submit report to the Division Planning Officer of the daily enrolment from January 30-February 26, 2020 (link will be given in a separate memo). And also schools must update the number of learners in the Early Registration in the Learner Information System (LIS) once the system will become available online.
4. Attached is a copy of DepEd Order No. 6, s. 2017, the template for Summary of Enrollment during the activity and the Monitoring Tool to be used by monitors.
5. For guidance and compliance.

  
CRISTY C. EPE, CESE  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
50925  
DATE: 09 JAN 2020 TIME: 1:22  
BY: 

Encls: List Enclosures  
References:  
To be indicated in the Perpetual Index under the following subjects:  
SGOD, Planning, Early Registration

8 JANUARY 2020



Republic of the Philippines  
**Department of Education**

27 JAN 2017

DepEd ORDER  
No. **6**, s. 2017

**MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY REGISTRATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. Early Registration activities for the incoming school year for all public elementary and secondary schools are held from the last Saturday of January to the last Friday of February of each year.
2. With the support of local officials, civic organizations, people's organizations (POs), and the community, a massive advocacy campaign to find children and youth not currently enrolled and bring them back to school shall be undertaken for one month. The activities in support of early registration and the registration process is enclosed.
3. The following are the objectives of the early registration:
  - 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;
  - c. To map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - d. To locate, identify and enrol out-of-school children and youth who:
    - i. are in remote/geographically isolated areas;
    - ii. are in difficult circumstances;
    - iii. belong to disadvantaged groups or who suffer from discrimination;
    - iv. have disabilities or in need of special education; and
    - v. have dropped out but would like to go back to school.
  - e. To understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
4. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials, civic organizations and People's Organizations to help and locate children who should be in school. Regional offices and schools division offices shall support school campaigns.
5. Expenses related to Early Registration Day shall be charged to local funds, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.

6. These multi-year guidelines shall take effect starting Fiscal Year 2017, and shall remain in force thereafter unless sooner repealed, amended, or rescinded.
7. For more information, all concerned may contact the **DepEd Action Center** at telephone nos. (02) 636-1663, (02) 636 1942, and mobile phone no. 0919-456-0027 or email at [action@deped.gov.ph](mailto:action@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

References:  
DepEd Order: Nos. 5 and (47), s. 2016

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

ADMISSION OR ENROLMENT  
BASIC EDUCATION  
CAMPAIGN  
KINDERGARTEN EDUCATION  
LEARNERS  
ORGANIZATIONS  
SCHOOLS

(Enclosure to DepEd Order No. 6, s. 2017)

**ACTIVITIES IN SUPPORT OF EARLY REGISTRATION  
AND THE REGISTRATION PROCESS**

**Advocacy Campaign**

1. The Regional Offices (ROs) and Schools Division Offices (SDOs) through their respective information officers and/or Public Affairs Units shall organize Communications Teams, which shall support this campaign.
2. Schools are enjoined to work with parents, local *barangay* officials, *Barangay* Council for the Protection of Children (BCPC), civic organizations, people's organizations (POs) and other stakeholders.

**Child or Youth Find Activities**

1. SDOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the Local Government Units (LGUs) and BCPCs.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrollees. These schools should coordinate with the Division Indigenous Peoples Education (IPEd) Focal Person for support on the curriculum contextualization/culture-based intervention of education for Indigenous Peoples learners. Likewise, street visits shall be conducted by SDOs.
3. High school principals and staff shall work with the chairpersons of the *barangay* and may also tap the Student Government Organization officials and Boy Scout/Girl Scout leaders to locate elementary graduates who either have not enrolled in high school or dropped out of school so that appropriate program interventions could be planned.
4. Trained Special Education (SPED) teachers assigned to regular schools and all health personnel will assist in locating children and youth with disabilities, from five to 18 years old, who have not been to school. Elementary or high school principals and other trained school personnel shall visit families with children who require SPED to assess their educational needs to be able to plan for providing these children's educational support and intervention.

**Early Registration**

1. Age Qualification for Kindergarten

Children who will turn five years old by the end of August (as per DepEd Order No. 47, s. 2016 entitled *Omnibus Policy on Kindergarten Education*).

- a. The Kindergarten Curriculum is intended to help children who are at least five years old to acquire the values, attitudes and competencies which are known to enable successful and beneficial participation in school learning experiences.

- b. Private schools are given latitude in implementing basic education as stated in the Implementing Rules and Regulations of Republic Act No. 10533, Section 6, "The DepEd may allow private educational institutions flexibility in adopting the program provided that they comply with the DepEd-prescribed minimum standards consistent with the Act."

2. Qualification for Grade 1

Kindergarten completers will be accepted in Grade 1.

3. Documentary Requirement:

- a. The birth certificate of the child shall be the documentary basis for early registration. The birth certificate is submitted to the person in-charge of handling the registration. There is no need to submit again a copy.
- b. If not available during the Early Registration period, the document can be submitted within the school year.
- c. The same document is required for other children and youth who have never been to school.

4. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration.

5. Each SDO shall identify areas without schools but may have enrolees, and the SDS shall designate the District Supervisor to work with the concerned Barangay Chairperson so that early registration can be done in the barangay. Likewise, registration of street children who were identified during the street visits shall be conducted by the SDOs. The SDO should coordinate with the Department of Social Welfare and Development (DSWD) for this activity.

6. Registration of Children and Youth with Special Needs

The Division Supervisor who is in-charge of SPED, shall facilitate the overall planning and implementation of the registration process. He/She shall plan with SPED Centers and trained SPED teachers, together, with health personnel, on their specific roles in the registration process:

- a. Conduct an orientation on the screening and identification of children and youth with disabilities in regular schools without SPED programs;
- b. Network with organizations/associations of people with disabilities (PWDs) or those working for Persons with Disabilities (PWDs), including government agencies, which can provide assistance to regular schools;
- c. Prepare a deployment schedule of SPED teachers, health personnel, and the NGO, PWD volunteers during the *Early Registration*; and
- d. Communicate possible interventions to the families/parents/guardians of children with special needs during the early registration. This will help to convince them to enrol their children in SPED.

7. Registration of Out-of-School Children (OSCs) and Out-of-School Youth (OSYs) learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the Alternative Learning System (ALS) shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.
8. Elementary and high school officials, SDOs and ROs shall ensure that children or youth registered during this period come to school on the opening of classes in June.



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XI  
CITY SCHOOLS DIVISION OF DIGOS CITY  
Digos City



MONITORING REPORT ON THE CONDUCT OF EARLY REGISTRATION  
January 25- February 28, 2020

Name of School : \_\_\_\_\_ Date Monitored: \_\_\_\_\_  
Name of Principal : \_\_\_\_\_ Monitor/Signature: \_\_\_\_\_

INDICATORS	Done	Not Done	MOVs	REMARKS
	(Pls. check)			
1. Use of action plan				
2. Advocacy campaign activities done to find children and youth not currently enrolled				
a. Hanging of tarpaulins/streamers and provision of advocacy materials				
b. Conduct of recorrida				
c. House-to-house campaigns				
d. Meeting with parents				
e. Meeting with local barangay officials or Barangay Council for the Protection of Children (BCPC)				
f. Meeting with civic organizations				
g. Meeting with People's Organizations				
h. Meeting with other stakeholders (pls. specify)				
3. Putting up of Early Registration Center within the school premises, and assigning somebody to take charge of the registration from January 27 to February 24, 2018				
4. Availability of School Forms containing enrolment for the following:				
a. Kindergarten				
b. Dropped-out returning to school				
c. Children or youth who stopped schooling but returning to school				
d. IP Enrolees				
e. SPED Enrolees				
f. ALS Enrolment				
g. ADM Enrolment				
5. Coordinating with other schools for Gr. 7 and Grade 11 enrolment				
6. Coordinating with Division SPED Focal Person for registration of children with special needs				
7. Submission of Total Daily Enrolment to the Planning Office in electronic form				

Issues/Concerns/Problems:

\_\_\_\_\_

\_\_\_\_\_

Technical Assistance Provided:

\_\_\_\_\_

\_\_\_\_\_



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region XI  
 Schools Division of Digos City



\_\_\_\_\_ School  
 Name of School

**SCHOOL REPORT ON SUMMARY OF ENROLMENT  
 DURING EARLY REGISTRATION**

	Grade Level	Sex		TOTAL	Number of Registrants Per Category					Remarks
		M	F		Regular	IP	OSC/ OSY/ Dropped- Out	Muslim	Student with Special Needs (SPED)	
<b>A</b>	<b>Elementary</b>									
	Kindergarten									
	Grade 1									
	Grade 2									
	Grade 3									
	Grade 4									
	Grade 5									
	Grade 6									
	ADM									
	ALS									
	<b>TOTAL</b>									
<b>B</b>	<b>Junior High School</b>									
	Grade 7									
	Grade 8									
	Grade 9									
	Grade 10									
	ADM									
	ALS									
	<b>TOTAL</b>									
<b>C</b>	<b>Senior High School</b>									
	Grade 11									
	Grade 12									
	ADM									
	ALS									
	<b>TOTAL</b>									

Submitted by:

\_\_\_\_\_  
 School Head  
 (Signature Over Printed Name)

Noted/Reviewed:

\_\_\_\_\_  
 PSDS In-Charge  
 (Signature Over Printed Name)