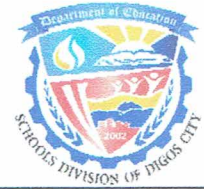




Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



**DIVISION MEMORANDUM**  
 No. 055, s. 2020

January 24, 2020

**ADDENDUM TO DIVISION MEMORANDUM NO. 013, SERIES OF 2020**  
**RE: CONDUCT OF EARLY REGISTRATION FOR SY 2020-2021**

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

1. In Reference to Division Memorandum entitled "Conduct of Early Registration for SY 2020 – 2021" dated January 9, 2020, the additional tasks and assignments are as follows;

- a. Assignment of Public Schools District Supervisors

Name of PSDS	Name of District	Name of Schools
Helen A. Casimiro	Digos South District	Bagumbuhay ES
		Igpit ES
		San Miguel ES
		Domingo Abawag ES
		Colorado ES
		Remedios N. Saplala ES
		Casildo Nonol ES
		Arcaflor Maniapao ES
Patritiso O. Peñas	Digos Oriental District	Lungag ES
		Isaac Abalayan ES
		Ramon Magsaysay CES
		Don Mariano Marcos ES
		Dawis ES
		Pedro Garcia ES
		Cogon ES
		Kibanban ES
Zenaida G. Guya	Digos Occidental District	Aplaya ES
		Badiang ES
		Ranao ES
		Mahayahay ES
		Ruparan ES
		Dulangan ES
		Balabag ES
		Federico Alferez ES
		Jolencio Alberca ES
Pedro Basalan ES		
Damñas ES		
Digos City Central ES		

Encls: List Enclosures

References:

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

27 JANUARY 2020

Name of PSDS	Name of District	Name of Schools
Ely G. Catulaña	Mt. Apo District	G. Reusora Central ES
		Soong ES
		Binaton ES
		Matti ES
		Rizal Central ES
		Necencio Isidro ES
		Marawer ES
		Apolandia ES
Neil D. Bongcayao		Digos City NHS
Ferna Renira T. Alde		Igpit NHS
		Matti NHS
		SHS in Digos City
		Dawis NHS
		DiCNHS - Aplaya HS Extension
		Ruparan NHS
		Goma NHS
		DiCNHS - Balabag HS Annex
		Soong NHS
		Kapatagan NHS

b. All Schools must;

- Submit an Action Plan for the conduct of Early Registration to be checked by Mr. Eleser D. Mateo before the signature of the Schools Division Superintendent, including the names of the teachers involved in the tasks assigned to them and for the giving of service credits of those who will report on a Saturday during the conduct of early registration.
  - Ensure the submission of the "Report on Summary of Enrollment during Early Registration" at 2:00 o'clock in the afternoon every Saturday in the online facility to be created by the Division ICT Coordinator. The same report shall be encoded with accuracy in the Learner Information System (LIS).
  - Submit accomplishment report after the conduct of the activity to Mr. Eleser D. Mateo.
- c. All monitoring reports as to the conduct of Early Registration shall be consolidated by the Curriculum and Implementation Division (CID) for reporting to the Schools Division Superintendent. All PSDS that will monitor the early registration during Saturdays shall be given service credits.

2. For guidance and compliance.



**CRISTY C. EPE, CESE**  
Schools Division Superintendent

