



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

January 30, 2024

**DIVISION MEMORANDUM**

No. 009, s. 2024

**EARLY REGISTRATION FOR SCHOOL YEAR 2024 - 2025**

To : Curriculum Implementation Division  
Schools Governance and Operations Division  
School Heads Public and Private Schools  
All Others Concerned

1. Pursuant to Regional Memorandum PPRD-2024-009 signed by Allan G. Farnazo, Director IV, DepEd RO XI, dated January 25, 2024, on the conduct of Early Registration for School Year 2024-2025. As stipulated in DepEd Order No. 03, s. 2018 entitled "Basic Education Enrollment Policy", the conduct of Early Registration for incoming Kindergarten, Grade 1-7 and Grade 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.
2. Consistent with the abovementioned provisions, the Department announces that Early Registration for School Year 2025-2025 shall start on **January 27, 2024 to February 23, 2024**. Likewise, all public schools shall be guided accordingly of the following matter:
  - a. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the 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, Grade 1, 7 and 11 learners and other data are properly captured.
  - b. 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 enrollment to get the overall picture of the expected enrollees for the next enrollment.
  - c. Preferably, the conduct of 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.



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
**Telephone Nos.:** (082) 553-8375; (082) 553-8396



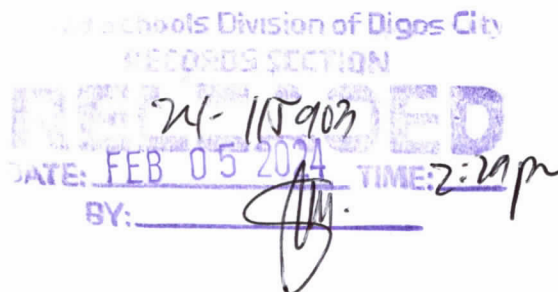
Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

- d. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 20, s. 2018 Amendment to DepEd Order No. 47, s. 2016).
  - e. The Office of the Schools Division Superintendent and School Heads shall facilitate the conduct of the advocacy campaigns within their respective jurisdictions to inform the public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for School Year 2024 – 2025, by posting relevant material in conspicuous places and making announcements in local televisions and radio broadcasting stations.
  - f. Private schools are encouraged to conduct their respective early registration activities within the same period.
3. For further inquiries and clarifications on this matter, contact Airon M. Alejandro, Planning Officer III, of Planning and Research Section, at (082) 553-8396.
  4. Immediate dissemination and strict compliance of this Memorandum is highly desired.

For and in the absence of the  
Schools Division Superintendent:

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent, *1/30/24*  
Officer-In-Charge



Enclosed: As stated.  
SGOD/PRME/ama



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Records

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

DepEd Schools Division Office - Davao Region  
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**Office of the Regional Director**

**REGIONAL MEMORANDUM**

PPRD-2024-009

To : Schools Division Superintendents  
Chiefs of the Functional Divisions  
All Others Concerned

Subject: EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

Date : January 25, 2024

Pursuant to the Memorandum dated January 22, 2024, from Nolasco A. Mempin, Undersecretary for Administration, on the conduct of Early Registration for School Year 2024-2025. As stipulated in DepEd Order No. 03, s. 2018 titled Basic Education Enrollment Policy, the conduct of the Early Registration for incoming Kindergarten, Grade 1-7 and Grade 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024- 2025 shall start on **January 27, 2024 to February 23, 2024**. Likewise, all public schools shall be guided accordingly of the following matters:

1. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the 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, Grade 1,7 and 11 learners and other data are properly captured.
2. 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.
3. 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.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 20, s. 2018. Amendment to DepEd Order No. 47, s. 2016).



**Address:** Torres St., Davao City (8000)  
**Telephone Nos.:** (082) 291-1665; (082) 221-6147  
**Email Address:** region11@deped.gov.ph  
**Website:** www.depedoxi.ph



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

5. Schools Division Superintendents and School Heads shall facilitate the conduct of the advocacy campaigns within their respective jurisdictions to inform the public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2024-2025, by posting relevant material in conspicuous places and making announcements in local television and radio broadcasting stations.
6. Private schools are encouraged to conduct their respective early registration activities within the same period.

For further inquiries and clarifications on this matter, contact Cherry Ann D. Into, Education Program Supervisor of Policy Planning and Research Division, at (082) 224-0750.

Immediate dissemination of this Memorandum is highly desired.


**ALLAN G. FARNAZO**  
Director IV

Enclosed: As Stated

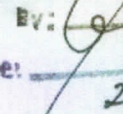
By the Authority of the Regional Director:

ROP2/cadi

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

  
**ROY T. ENRIQUEZ**  
Chief Administrative Officer  
Officer-In-Charge

JAN 25 2024

By:   
Date:                      TIME: JAN. 25, 2024  
27382



**Address:** Torres St., Davao City (8000)  
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Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

Office of the Director

**MEMORANDUM**

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

**FROM:** **NOLASCO A. MEMPIN**  
Undersecretary for Administration

**NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge  
Planning Service

**SUBJECT:** **EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025**

**DATE:** 22 January 2024

Pursuant to Paragraph V, Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. 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.

2. 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.
3. 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.
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 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 2024-2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

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@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).



**BASIC EDUCATION ENROLLMENT FORM**  
THE 2024-25 SCHOOL YEAR

School Year:   -    
 Grade level to Enroll:

Check the appropriate box (ies)

1. NEW ENR  YES  NO 2. Returning (Back-Arr)  YES  NO

**INSTRUCTIONS:**

Print legibly all information required in CAPITAL letters. Submit acceptance form to the Person-in-Charge/Registrar/Class Advisor. Use black or blue pen only.

LEARNER INFORMATION																			
PIA Birth Certificate No. (if available upon registration) _____		Learner Reference No. <input style="width: 100px;" type="text"/>																	
L(FN) Last Name <input style="width: 100%;" type="text"/>	Birthdate (mm/dd/yyyy) <input style="width: 100%;" type="text"/>	Place of Birth (Municipality/City) <input style="width: 100%;" type="text"/>																	
First Name <input style="width: 100%;" type="text"/>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Age <input style="width: 30px;" type="text"/>	Mother Tongue <input style="width: 100%;" type="text"/>																
Middle Name <input style="width: 100%;" type="text"/>	Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 20px;">If Yes, please specify: _____</span>																		
Specialty Name (e.g., IT, IT) (if applicable) <input style="width: 100%;" type="text"/>	Is your family a beneficiary of 4Ps? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
If Yes, write the 4Ps Household ID Number below <input style="width: 100%;" type="text"/>																			
<p style="text-align: center;"><b>Is the child a Learner with Disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, specify the type of disability:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input type="checkbox"/> Visual Impairment</td> <td style="width: 25%;"><input type="checkbox"/> Hearing Impairment</td> <td style="width: 25%;"><input type="checkbox"/> Learning Disability</td> <td style="width: 25%;"><input type="checkbox"/> Intellectual Disability</td> </tr> <tr> <td><input type="checkbox"/> a. blind</td> <td><input type="checkbox"/> Autism Spectrum Disorder</td> <td><input type="checkbox"/> Emotional-Behavioral Disorder</td> <td><input type="checkbox"/> Orthopedic/Physical Handicap</td> </tr> <tr> <td><input type="checkbox"/> b. low vision</td> <td><input type="checkbox"/> Speech/Language Disorder</td> <td><input type="checkbox"/> Cerebral Palsy</td> <td><input type="checkbox"/> Special Health Problem/Chronic Disease</td> </tr> <tr> <td><input type="checkbox"/> Multiple Disorder</td> <td></td> <td></td> <td><input type="checkbox"/> c. Cancer</td> </tr> </table>				<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> a. blind	<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Emotional-Behavioral Disorder	<input type="checkbox"/> Orthopedic/Physical Handicap	<input type="checkbox"/> b. low vision	<input type="checkbox"/> Speech/Language Disorder	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Special Health Problem/Chronic Disease	<input type="checkbox"/> Multiple Disorder			<input type="checkbox"/> c. Cancer
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<input type="checkbox"/> Multiple Disorder			<input type="checkbox"/> c. Cancer																
<b>Current Address</b>																			
House No. <input style="width: 100%;" type="text"/>	Street Name <input style="width: 100%;" type="text"/>	Barangay <input style="width: 100%;" type="text"/>																	
Municipality/City <input style="width: 100%;" type="text"/>	Province <input style="width: 100%;" type="text"/>	Country <input style="width: 100%;" type="text"/>	Zip Code <input style="width: 100%;" type="text"/>																
<b>Former Address</b> <span style="float: right;">Same with your Current Address? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>																			
House No./Other <input style="width: 100%;" type="text"/>	Street Name <input style="width: 100%;" type="text"/>	Barangay <input style="width: 100%;" type="text"/>																	
Municipality/City <input style="width: 100%;" type="text"/>	Province <input style="width: 100%;" type="text"/>	Country <input style="width: 100%;" type="text"/>	Zip Code <input style="width: 100%;" type="text"/>																
<b>PARENT/GUARDIAN'S INFORMATION</b>																			
<b>Father's Name</b>																			
Last Name <input style="width: 100%;" type="text"/>	First Name <input style="width: 100%;" type="text"/>	Middle Name <input style="width: 100%;" type="text"/>	Contact Number <input style="width: 100%;" type="text"/>																
<b>Mother's Maiden Name</b>																			
Last Name <input style="width: 100%;" type="text"/>	First Name <input style="width: 100%;" type="text"/>	Middle Name <input style="width: 100%;" type="text"/>	Contact Number <input style="width: 100%;" type="text"/>																
<b>Legal Guardian's Name</b>																			
Last Name <input style="width: 100%;" type="text"/>	First Name <input style="width: 100%;" type="text"/>	Middle Name <input style="width: 100%;" type="text"/>	Contact Number <input style="width: 100%;" type="text"/>																

**For Returning Learner (Balkh-Arai) and Those Who will Transfer/Move In**

Last Grade Level Completed \_\_\_\_\_ Last School Year Completed \_\_\_\_\_  
Last School Attended \_\_\_\_\_ School ID 

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**For Learners in Senior High School**

Semester  1<sup>st</sup>  2<sup>nd</sup>      Track \_\_\_\_\_  
Strand \_\_\_\_\_

**If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?**

Choose all that apply:

- Modular (Print)       Online       Radio-Based instruction       Blended  
 Modular (Digital)       Educational Television       Homeschooling

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

\_\_\_\_\_  
Date