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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

February 5, 2024

DIVISION MEMORANDUM

No. 011, s. 2024

ADDENDUM TO THE DIVISION MEMORANDUM NO. 009, S. 2024
RE: EARLY REGISTRATION FOR SCHOOL YEAR 2024 - 2025

To : Curriculum Implementation Division
Schools Governance and Operations Division
School Heads Public
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 2024 – 2025 shall start on January 27, 2024 to February 23, 2024.
3. Teaching and Non-teaching personnel who will serve during the conduct of the early registration shall be entitled to service credits (DO No. 53, s. 2003) while non-teaching personnel shall be given Compensatory Overtime Credits (COC) for services rendered during Saturdays, Sundays, and Holidays (CSC-DBM Joint Circular No. 2, s. 2004).
4. Immediate dissemination and strict compliance of this Memorandum is highly desired.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
OIC Schools Division Superintendent

[Signature]

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
24-116529
DATE: FEB 12 2024 TIME: 2:04pm

Enclosed: As stated.
SGOD/PRME/ama



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

January 30, 2024

DIVISION MEMORANDUM

No. 001, 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.



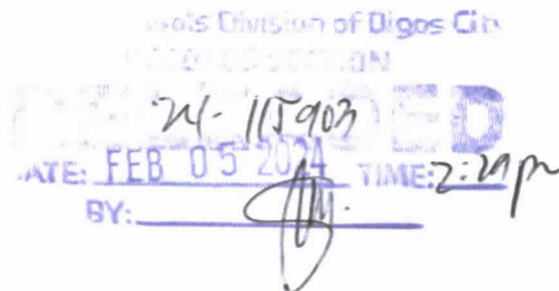
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Department of Education
DIGOS CITY DIVISION

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
Officer-In-Charge *1/30/24*



Enclosed: As stated.
SGOD/PRME/ama