



Republic of the Philippines  
**Department of Education**

DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

February 10, 2025

**DIVISION MEMORANDUM**

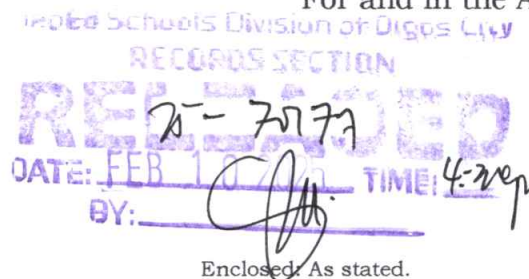
SGOD No. 021, s. 2025

Subject : **CONDUCT OF EARLY REGISTRATION FOR SY 2025-2026**

To : Public Elementary School Heads  
Public Secondary School Heads  
All Others concerned

1. Attached is Regional Memorandum PPRD-2025-007 and DepEd Unnumbered Memorandum re: "**CONDUCT OF EARLY REGISTRATION FOR SY 2025-2026**", this Office informs the Conduct of Early Registration for Kindergarten, Grade 1, 7, 11 learners in public schools for SY 2025-2026 on **January 25, 2025**, and ends on **February 15, 2025**.
2. Early registration is conducted to ensure that all new entrants for above-mentioned grade levels are registered.
3. The Basic Education Registration Form can be accessed and downloaded through [https://bit.ly/SY2025\\_2026EarlyRegForm](https://bit.ly/SY2025_2026EarlyRegForm) shall be utilized to properly capture all information of incoming learners.
4. Teaching personnel who participate in the early registration shall be entitled to service credits in accordance with DepEd Order No. 13, s. 2024, titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers."
5. Immediate dissemination and strict compliance of this Memorandum is highly desired.

For and in the Absence of the SDS:



*Sollie B. Oliver*  
**SOLLIE B. OLIVER**  
Chief ES SGOD  
Officer In-charge

Enclosed: As stated.

Reference:

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

SGOD/PRME/aa      SGOD      PRME      Early Registration



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**  
 DAVAO REGION

Schools Division of Digos  
 RECORDS SECTION  
**RECEIVED**  
 03 FEB 2025  
 TIME: 2:18  
 82250  
 70177

January 24, 2025

REGIONAL MEMORANDUM  
 PPRD-2025-007

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026

To: Schools Division Superintendents

1. Pursuant to the Memorandum dated January 21, 2025, signed by Ronald U. Mendoza, Undersecretary for Strategic Management, this Office informs the Conduct of Early Registration for Kindergarten, Grade 1, 7, 11 learners in public schools for **School Year 2025-2026 on January 25, 2025, and ends on February 15, 2025.**
2. Early registration is conducted to ensure that all new entrants for the above-mentioned grade levels are registered.
3. The Basic Education Registration Form can be accessed and downloaded through [https://bit.ly/SY2025\\_2026EarlyRegForm](https://bit.ly/SY2025_2026EarlyRegForm) shall be utilized to properly capture all information of incoming learners.
4. Teaching personnel who participate in the early registration shall be entitled to service credits in accordance with DepEd Order No. 13, s. 2024, titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers.
5. 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 or at [pprd.region11@deped.gov.ph](mailto:pprd.region11@deped.gov.ph).
6. Immediate dissemination and strict compliance of this Memorandum is highly desired.

**ALLAN G. FARNAZO**  
 Director IV

Enclosed: As Stated  
 ROP2/cadt

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**  
 No. [Signature]  
 Date: Jan. 28, 2025  
 44641

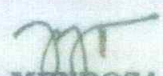



Republic of the Philippines  
Department of Education

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RECEIVED  
1-24-25  
4:45

**MEMORANDUM**

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

**FROM :**   
**RONALD U. MENDOZA, PhD**  
Undersecretary for Strategic Management

  
**MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations

PLANNING AND SPECIAL DIVISION  
JAN 27 2025  
4:22 pm

**SUBJECT :** **EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

**DATE :** 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026 shall commence on 25 January 2025 and ends on 15 February 2025.**

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here: [https://bit.ly/SY2025\\_2026EarlyRegForm](https://bit.ly/SY2025_2026EarlyRegForm).



3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
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 shall also 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.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service - Education Management Information System Division (PPS-EMISD)** through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph), or you may visit them on 2<sup>nd</sup> Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.

