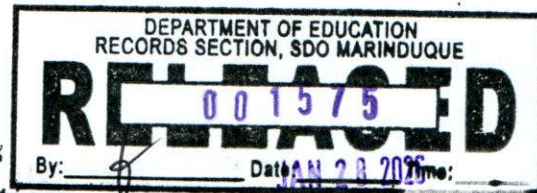




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-018

To : Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary, Integrated and Secondary School Heads
Private School Administrators /SUC Laboratory Principal
All Others Concerned

From : **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

Subject : **CONDUCT OF EARLY REGISTRATION FOR SY 2026-2027**

Date : January 27, 2026

1. Pursuant to **DepEd Order No. 17, s. 2025**, titled "*Revised Basic Education Enrollment Policy*," the Department reiterates its mandate to ensure **accessible, inclusive, and streamlined enrollment procedures** in all public and private schools and ALS centers nationwide. This updated policy sets the standards and processes for enrollment, including Early Registration, to ensure that *all types of learners*—school-age children, out-of-school children and youth (OSC/OSCY), and adults—are able to participate meaningfully in the basic education system. Following the guidelines implemented in previous issuances, the Early Registration for **SY 2026-2027** shall be conducted to gather accurate learner data, support planning, and improve resource allocation.
2. The conduct of **Early Registration for the School Year 2026-2027 will run from the period of January 31 to February 27, 2026**. Public schools are advised to come up with various activities and other advocacy mechanism to maximize the enrollment of school-aged children, Out of School Children and Youth, Learners with Special Needs, Transferees, incoming Kindergarten, Grade 1, Grade 7 and Grade 11. Private Schools and SUC are also encouraged to conduct their respective early registration activities on the same timeframe.
3. Further, incoming Grades 2-6, 8-10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration.



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4. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DepEd Order No. 15, s. 2025 "Amendment of DO 47, s. 2016 as Amended by DO 20, s. 2018."
5. Public Schools are required to submit a 2-pager Accomplishment Report (with 3-5 pictures) to be submitted online at <https://tinyurl.com/2026MarEarlyRegistration>.
6. Early Registration Enrollment will be encoded daily in the Learner Information System.
7. To ensure the achievement of the objective of this activity, the conduct of the said undertaking shall be monitored by the CID and SGOD Personnel.
8. Teaching and Non-Teaching Personnel involved in the conduct of Early Registration will be granted Service Credits/Compensatory-Time Off (CTO) for the services rendered on weekends as authorized thru **CSC-DBM Joint Circular No. 2, s. 2004** "Non-Monetary Remuneration of Overtime Service Rendered" and **DepEd Order No. 30, s. 2016** "Policies and Guidelines on Overtime Services and Payment in the Department of Education".
9. Attached is the Basic Education Enrollment Form (Revised as of March 2023) to ensure that the necessary information in registering learners is properly captured.
10. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.



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BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year

 -

Grade level to Enroll:

Check the appropriate box only

1. With LRN? ☐ Yes ☐ No2. Returning (Balik-Aral) ☐ Yes ☐ No

INSTRUCTIONS:

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

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration)

Learner Reference No.

(LRN) Last Name

Birthdate (mm/dd/yyyy)

 / /

Place of Birth (Municipality/City)

First Name

Sex ☐ Male ☐ Female

Age

Mother Tongue

Middle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community

☐ Yes ☐ No

If Yes, please specify:

Extension Name e.g. Jr., III (if applicable)

Is your family a beneficiary of 4Ps? ☐ Yes ☐ No

If Yes, write the 4Ps Household ID Number below

Is the child a Learner with Disability? ☐ Yes ☐ No

If Yes, specify the type of disability:

☐ Visual Impairment☐ Hearing Impairment☐ Learning Disability☐ Intellectual Disability☐ a. blind☐ Autism Spectrum Disorder☐ Emotional- Behavioral Disorder☐ Orthopedic/Physical Handicap☐ b. low vision☐ Speech/Language Disorder☐ Cerebral Palsy☐ Special Health Problem/ Chronic Disease☐ Multiple Disorder☐ a. Cancer

Current Address

House No.

Sitio/Street Name

Barangay

Municipality/City

Province

Country

Zip Code

Permanent Address

Same with your Current Address?

☐ Yes ☐ No

House No./Street

Street Name

Barangay

Municipality/City

Province

Country

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name

Last Name

First Name

Middle Name

Contact Number

Mother's Maiden Name

Last Name

First Name

Middle Name

Contact Number

Legal Guardian's Name

Last Name

First Name

Middle Name

Contact Number

For Returning Learner (Balik-Aral) 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 ☐ 1st ☐ 2nd

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