



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To : Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

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

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

Date : February 1, 2024

1. Please find the attached Memorandum titled "Early Registration for School Year 2024-2025", which is self-explanatory.
2. Particular attention is invited to paragraph no. 2 of the said Memorandum which explains that the **Early Registration for the School Year 2024-2025 of incoming Kindergarten, Grades 1,7, and 11 learners in public schools shall be conducted from January 27 to February 23, 2024.** Private schools and SUC are also encouraged to conduct their respective early registration activities on the same time frame.
3. Conduct of the early registration shall be done through face-to-face transactions and schools are advised to come up with various activities and other advocacy mechanisms to maximize the enrollment of school-aged children, Out of School Children and Youth, and Learners with Special Needs for Kindergarten, Grade 1, Grade 7, and Grade 11.
4. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age as stipulated in DO 020. s. 2018 (Amendment to DepEd Order No. 47, s. 2016 "Omnibus Policy on Kindergarten Education").
5. Public Schools are required to submit a 2-pager Accomplishment Report (with 3-5 pictures) to be submitted online at <https://depedmarinduque.com/links>
6. Facility for Early Registration in the Learner Information System (LIS) is now available. Encoding of learners in the facility is on daily basis.

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Malusak, Boac, Marinduque

Email: marinduque@deped.gov.ph

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

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7. To ensure the achievement of the objective of this activity, the conduct of the said undertaking shall be monitored by the Public Schools District Supervisors, Education Program Supervisors, and SGOD Personnel In-charge of each district.
8. All school personnel are advised to strictly observe maximum health and safety protocols in conducting activities relative to Early Registration.
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. Early Registration materials can be accessed via this link bit.ly/EarlyRegEditableMaterials.
11. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

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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.



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 No

2. 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
 - a. blind
 - b. low vision
- Hearing Impairment
- Autism Spectrum Disorder
- Speech/Language Disorder
- Multiple Disorder
- Learning Disability
- Emotional- Behavioral Disorder
- Cerebral Palsy
- Intellectual Disability
- Orthopedic/Physical Handicap
- Special Health Problem/ Chronic Disease
 - 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