



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



Name: 000672
Signature: [Handwritten Signature]
Date: JAN 24 2025

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To : Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Marinduque State University – Laboratory School
All Others Concerned

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

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

Date : January 23, 2025

1. In reference to DepEd Order No. 9, s. 2024, titled "Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025", early registration for incoming Kindergarten, Grades 1, 7, and 11 for School Year 2025-2026 will begin on January 25, 2025 to February 15, 2025.
2. Meanwhile, incoming Grade 2 to 6, Grade 8 to 10 and Grade 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration.
3. All public elementary and secondary schools in the division are required to conduct early registration. Private schools and State University are also encouraged to conduct their respective early registration activities in the same time frame.
4. School Authorities of public and private schools are reminded to strictly enforce and implement the kindergarten cut-off age as stipulated in DepEd Order No. 20, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
5. 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, and Learners with Special Needs for Kindergarten, Grade 1, Grade 7 and Grade 11.

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6. Public Schools are required to submit a 2-pager Accomplishment Report (with 3-5 pictures) to be submitted online at <https://depedmarinduque.com/links> on February 17, 2025.
7. To ensure accurate reporting, all public schools are directed to encode and update learners' data daily in the Early Registration facility using the school head's or school administration's account in the Learner Information System.
8. Attached is the Basic Education Enrollment Form (Revised as of February 2024) to ensure that the necessary information in registering learners is properly captured.
9. For questions or clarifications, please contact Marisol O. Luarca, Planning Officer III of Planning and Research Section via email at marisol.luarca@deped.gov.ph
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

Revised as of 02/12/2004
ANNEX 1

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

1. School Year -

Learner Reference No. (LRN)? If applicable:

2. Grade Level to Enroll:

Graded, specify Grade Level

Non-Graded (For Special Needs Education (SNEd) Only)

3. Learner's Personal Information

PSA Birth Certificate No. (If available upon registration)			
Last Name		Birthdate (mm/dd/yyyy)	
<input type="text"/>		<input type="text"/>	
First Name		Age	Sex
<input type="text"/>		<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Middle Name		Place of Birth (Municipality/City)	
<input type="text"/>		<input type="text"/>	
Extension Name e.g. Jr., III (If applicable)		Religion	
<input type="text"/>		<input type="text"/>	
Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?		Mother Tongue	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: _____		<input type="text"/>	
Is your family a beneficiary of 4Ps? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please write the 4Ps Household ID Number			
<input type="text"/>			
Current Address			
House No.	Site/Street Name	Barangay	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Municipality/City	Province	Country	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Address Same with your Current Address? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, proceed to item 4			
House No.	Site/Street Name	Barangay	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Municipality/City	Province	Country	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Parent's/Guardian's Information

Father's Name			
Last Name	First Name	Middle Name	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Maiden Name			
Last Name	First Name	Middle Name	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Guardian's Name			
Last Name	First Name	Middle Name	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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