



**DIVISION MEMORANDUM**

No. *022*, s. 2019

**Early Registration for School Year 2019-2020**

**To : All Public Schools District Supervisors**  
**Public School Heads**  
**LIS/EBEIS Coordinators**  
**Others Concerned**

1. Pursuant to DepEd Order No. 03, s. 2018 entitled Basic Enrollment Policy, the field is reminded of the Early Registration for School Year 2019-2020 of incoming Kindergarten, Grade 7, and Grade 11 learners in public schools.
2. Enclosure No. 1 of this Memorandum is an excerpt from DepEd Order No. 03, s. 2018 which enumerates the guidelines in conducting the Early Registration for School Year 2019-2020.
3. Early registration through the Learner Information System (LIS) shall be conducted from 26 January 2019 to 23 February 2019. Below is the screen shot from schools' dashboard.

Only incoming **Kindergarten** learners turning **5 years old** on or before **August 31** should be included in the Early Registration, as stipulated in DepEd Order No. 47, s. 2018.

Early Registration

**Total Early Registration**

0

Male: 0 Female: 0

**Grade 7**

0

Male: 0 Female: 0

**Grade 11**

0

Male: 0 Female: 0

**Kindergarten**

0

Male: 0 Female: 0

**Grade 1**

0

Male: 0 Female: 0

Please provide enrolment breakdown by sex and track.

	Academic Track			Technical-Vocational-Livelihood Track			Sports Track			Arts and Design Track		
	M	F	T	M	F	T	M	F	T	M	F	T
Grade 11	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0

4. Immediate and wide dissemination of this Memorandum is required.

*clotion*

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
 Schools Division Superintendent

**V. Enrollment Procedures**

**A. Early Registration**

Early registration of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from the **last Saturday of January to the last Friday of February of each year**. Incoming Grades 2-6, Grades 8-10 and Grade 12 are considered pre-registered.

Early registration is conducted to achieve the following:

- a. Ensure all new entrants for Kindergarten, Grades 1, 7, and 11 learners are registered; and
- b. Locate, identify and register OSC and OSY in the community who may be characterized as:
  - Living with disability/ies
  - Living in an off-grid community
  - Living in a barangay without a school
  - Living in a geographically isolated area
  - Displaced due to natural disaster
  - Living in an armed conflict area
  - Living in an area with high level of criminality/drug abuse
  - Having chronic illness
  - Having nutritional problem/s
  - Victim of child abuse, economic exploitation
  - Stateless/Undocumented
  - In conflict with the law
  - Living on the streets
  - No longer in school but interested in going back to school

Offices in all governance levels, specifically those identified below, shall conduct an **Information Dissemination and Advocacy Campaign** to raise public awareness of early registration.

Office	Roles
<p><b>Central Office</b></p> <ul style="list-style-type: none"> <li>• Public Affairs Service</li> <li>• Bureau of Learning Delivery</li> <li>• Bureau of Human Resource and Organizational Development</li> <li>• Bureau of Learner Support Services</li> </ul>	<p>The Central Office shall communicate the start of early registration and promote its conduct through all official channels e.g. DepEd website, DepEd Philippines Facebook page, other media platforms, etc.</p>

Office	Roles
<b>Regional Office (RO) and Schools Division Office (SDO)</b>	<p>The Regional Director and Schools Division Superintendent (SDS) shall lead and organize a team that will spearhead the advocacy campaign.</p> <p>The <b>School Improvement Plan (SIP) Child Mapping Tool</b> as provided in DepEd Order No. 44, s. 2015 attached as Annex 1 can be used to obtain basic information on the status of 4-17-year-old learners in the community, for purposes of school planning.</p>
<b>School Level</b>	<p>Schools shall undertake activities such as the following:</p> <ul style="list-style-type: none"> <li>• conduct house-to-house campaigns</li> <li>• post materials such as tarpaulins, banners, brochures</li> <li>• post on social media (Facebook, Instagram, etc.)</li> <li>• secure radio/television broadcast and advertisement</li> </ul> <p>Schools are encouraged to involve parents, local barangay officials, civic organizations, people's organizations, and other stakeholders.</p>

Elementary and secondary public school officials shall designate Early Registration Desks or Registration Centers in the school premises and individuals who will handle registration.

Each SDO shall identify areas without schools but may have enrollees. The SDS shall designate a focal person (preferably the Public Schools District Supervisor) to work with the concerned Barangay Chairperson for early registration to be done in the barangay. Likewise, registration of street children who were identified during Child Finding Activities shall be conducted by the SDOs in coordination with the local social worker of the Department of Social Welfare and Development (DSWD).

Learners with no existing profile in the LIS shall fill out the **Basic Education Enrollment Form** provided as Annex 2, and submit their Birth Certificate from the Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO) or the local civil registrar, or barangay certification to the person in charge of registration. Pertinent information from these documents shall be encoded in the LIS to create the learners' profiles. They will then be tagged as pre-registered learners. LRNs will only be issued on the first date of attendance. *Refer to Section VI. Enrollment Data Management of this Policy.*

4

Grades 1, 7, and 11 learners who have an existing account in the LIS i.e. have Learner Reference Numbers (LRNs) will be tagged as pre-registered but will still need to update their information by filling out the Basic Education Enrollment Form. It is the responsibility of the concerned school personnel to ensure that this updated information is reflected in the LIS.

During early registration, learners aged 6-12 who shall be enrolling in basic education for the first time shall be enrolled in appropriate grade levels on the basis of the following:

1. Completion of Kindergarten Catch-up Education Program – learner shall be enrolled in Grade 1
2. PEPT Result – learner shall be enrolled in the appropriate grade level based on the Result of PEPT

Learners aged 13 and above who shall be enrolling in basic education for the first time shall be advised to undergo the ALS program.