




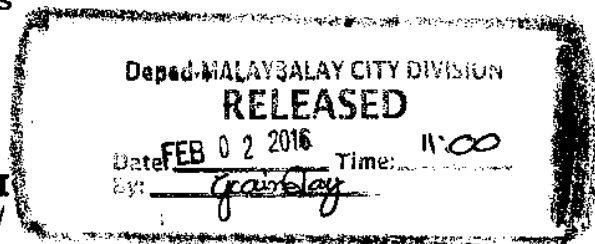
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6 Sayre Highway, Casisang, Malaybalay City
Telefax # 088-314-0094, depedmalaybalay@gmail.com



DIVISION MEMORANDUM
No. 047, s. 2016

To: Chief Education Supervisor – Curriculum Implementation Division
Chief education Supervisor – Schools Governance and Operations Division
Education Program Supervisor – ALS
Public Schools District Supervisor
Elementary and Secondary School Heads
Education Program Specialist II - ALS
This Division

From: 
EDILBERTO L. OPLENARIA, CESO VI
OIC – Schools Division Superintendent



Date: February 1, 2016

Subject: **REGISTRATION OF OSCs AND OSYs DURING THE CONDUCT OF EARLY
REGISTRATION FOR SCHOOL YEAR 2016 – 2017**

1. Pursuant to Regional Memorandum No. 18, s. 2016 entitled **Reiterating Strict Compliance of DepEd Order No. 5, s. 2016**, all Public Elementary and Secondary School Heads are hereby directed to submit their data on tentative enrolment of learners for Alternative Learning System per paragraph 6 Registration of OSCs and OSYs as specified in *Enclosure No. 1 to DepEd Order No. 5, s. 2016* (hereby attached) which states that *"learners who have dropped out from elementary or secondary schools and who want to be enrolled in the Alternative Learning System (ALS) shall present their report card to the Teacher-In-Charge of the Registration. If the report card is not available, a certification letter signed by the parent/guardian can be presented."*
2. Said report shall be submitted to this office using the attached prescribed template on or before March 1, 2016, Attn: Jasmin J. Adriatico, Education Program Supervisor – ALS.
3. For compliance.

To be posted in the website

Attachments: Enclosure No. 1 to DepEd Order No. 5, s. 2016, Template for Data on Tentative Enrolment of Learners
gpvc/jja/elc2016



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SCHOOL DATA ON TENTATIVE ENROLMENT OF LEARNERS
(ALTERNATIVE LEARNING SYSTEM)

Age Level	Tentative Enrolment
9	
10	
11	
12	
13	
14	
15 and above	
Total	

Prepared by:

Teacher In-charge of Registration

Noted:

School Head

**ACTIVITIES IN SUPPORT OF EARLY REGISTRATION
AND THE REGISTRATION PROCESS**

Advocacy Campaign

1. The Regional Offices (ROs) and Schools Division Offices (SDOs) through their respective information officers and/or Public Affairs Units shall organize their Communications Teams, which shall support this campaign.
2. Schools are enjoined to work with parents, local *barangay* officials, *Barangay* Council for the Protection of Children (BCPC), civic organizations, people's organizations (POs) and other stakeholders.

Child or Youth Find Activities

1. SDOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the LGUs and BCPCs.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrollees. These schools should coordinate with the Division IPEd Focal Person for support on the curriculum contextualization/culture-based intervention of education for Indigenous Peoples learners. Likewise, street visits shall be conducted by SDOs.
3. High school principals and staff shall work with the chairpersons of the *barangay* and may also tap the Student Government Organization officials and Boy Scout/Girl Scout leaders to locate elementary graduates who either have not enrolled in high school or dropped out of school so that appropriate program interventions could be planned.
4. Elementary or high school principals shall visit families with children who require special education to assess their educational needs to be able to plan for providing these children's educational support and intervention.

Early Registration

1. Age Qualification for Kindergarten
Kindergarten children should be at least 5 years old by June 1, 2016.
2. Qualification for Grade 1
Kindergarten completers will be accepted in Grade 1.
3. Documentary Requirement:
 - a. The *birth certificate* of the child shall be the documentary basis for early registration.
 - b. If not available during the *Early Registration* period, the document can be submitted within the school year.

- c. The same document is required for other children and youth who have never been to school.
4. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration on January 23, 2016 and during school days from February 1-29, 2016.
5. Each SDO shall identify areas without schools but may have enrollees, and the SDS shall designate the *District Supervisor* to work with the concerned *Barangay Chairperson* so that *early registration can be done in the barangay*. Likewise, *registration of street children* who were identified during the street visits shall be conducted by the SDOs. The SDO should coordinate with the DSWD for this activity.
6. Registration of Children and Youth with Special Needs
 - a. The Division Supervisor who is in-charge of Special Education (SPED), shall facilitate the overall planning and implementation of the registration process. He/She shall plan with SPED Centers and trained SPED teachers, together, with health personnel, on their specific roles in the registration process:
 - Conduct an orientation on the screening and identification of children and youth with disabilities in regular schools without SPED programs;
 - Network with organizations/associations of people with disabilities (PWDs) or those working for PWDs, including government agencies, which can provide assistance to regular schools;
 - Prepare a deployment schedule of SPED teachers, health personnel, and the NGO, PWD volunteers during the *Early Registration*; and
 - Communicate possible interventions to the families/parents/guardians of children with special needs during the early registration. This will help to convince them to enrol their children in special education.
 - b. SPED Centers, trained SPED teachers assigned to regular schools, and all health personnel will assist in locating children and youth with disabilities, from five to 18 years old, who have not been to school.
6. Registration of OSCs and OSYs

Learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the *Alternative Learning System (ALS)* shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.
7. Elementary and high school officials, SDOs and ROs shall ensure that children or youth registered during this period come to school on June 2016.



January 27, 2016

REGIONAL MEMORANDUM

No. 18, s. 2016

REITERATING STRICT COMPLIANCE OF DEPED ORDER NO. 5, S. 2016

To: **Asst. Regional Director**
Schools Division Superintendents
Asst. Schools Division Superintendents
All Others Concerned
This Region

DepED-X
Cagayan de Oro City

28 JAN 2016

593

RELEASED

1. In compliance to DepEd Order No. 5 s. 2016, re Declaring January 30, 2016 as Commencement of Early Registration for School Year (SY) 2016-2017 to achieve the Millennium Development Goals (MDGs) and the Objectives of Education for All (EFA), this Office hereby requires all public elementary and secondary schools of this region to conduct early registration from January 30, 2016 to February 29, 2016.
2. A massive campaign shall be undertaken in order to find children and youth in the communities not currently enrolled and bring them back to school.
3. The following are the objectives of the early registration:
 - a. To ensure that all five-year old children are enrolled in kindergarten;
 - b. To locate, identify and enroll out of school children and youth who:
 - i. are in remote/geographical isolated areas,
 - ii. are in difficult circumstances,
 - iii. belong to disadvantaged groups or who suffer from discrimination;
 - iv. have disabilities or in need of special education; and
 - v. have dropped out but would like to go back to school.
 - c. To understand the barriers to access to education and identify local interventions to bring them to school and ensure that they do not drop out.
4. The following suggested activities are to be undertaken along with the indicated in the DepEd Order:
 - a. Strengthening the Division/District/School Task Force on the Early Registration Program
 - b. Family mapping by elementary, secondary teachers and school heads and ALS Implementers in coordination with local officials and civic organizations



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Department of Education
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- c. Coordinating with private schools and Day Care Centers for the listing of their 4-5 year old children who are presently enrolled in the Day Care Centers
 - d. Tapping local Radio Stations announcing or plugging-in the drive for early enrollment
 - e. Publishing basic information drive in bulletin boards of schools, Municipal/Barangay Halls and other public places
5. Early Registration Monitoring Visibility of DepEd Officials is required.
6. This pre-registration will allow this Office to determine the intervention needed, therefore, it is further advised that basic information of the activity be gathered by filling up the enclosed forms in the enclosures.
7. All Schools Division Offices are directed to provide assistance in planning the activities and in facilitating the submission of the consolidated reports on March 1, 2016. Submission of the report will be sent through email to niressa_arrabaca@yahoo.com.
8. Expenses related to the Early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized and subject to existing accounting and auditing rules and regulations.
12. Wide dissemination and strict compliance with this Memorandum is directed.

bs... *pr...*
ALLAN G. FARNAZO, Ph.D., CESO IV
Regional Director

Enclosure: as stated
Reference: as stated
Allotment:
To be indicated in the perpetual index under the following subjects:
Early Registration
ahm/pprd