



Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Cor. Don Carlos and Guingona Sts., Malaybalay City



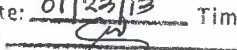
January 22, 2013

Memorandum to: Schools District Supervisors
Elementary and Secondary School Heads
This Division

From:  **EDILBERTO L. OPLENARIA**
OIC-Schools Division Superintendent

DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 01/23/13 Time: 10:00AM
By: 

Re: **Addendum to Unnumbered Division Memo dated January 11, 2013 re Suggested Activities for the Early Registration Day**

1. In line with DepEd Order No. 89, s. 2012, Declaring January 26, 2013 as the Early Registration Day for SY 2013-2014 to Achieve the Millennium Development Goals (MDGs) and the Objectives of Education for All (EFA), all school heads are enjoined to conduct a massive advocacy campaign for the early registration starting January 27, 2013, on the theme, "Makapag-aral ay Karapatan Mo, Magpalista Ngayong Enero".
2. The following additional suggested activities are to be undertaken along with those in the DepEd Order:
 - a. Strengthening the division/district and school task force on the Early Registration Program
 - b. Launching/Kick-off activities through a parade and assembly of the School Governing Council, PTA, LGU and pupils/students with suggested slogan: "Pre-Enrolment na Ngayon" on January 26, 2013.
 - c. Family Mapping by elementary, secondary school heads and teachers and District ALS Coordinators with the school nurses and in coordination with barangay health workers, PTA and LGU.
 - d. Coordinating with private preschools and daycare centers for the listing of their 4-5 years old children who are presently enrolled in the daycare center/school.
 - e. Hanging streamers and posters carrying attractive slogans.
 - f. Publishing basic information drive in bulletin boards of schools, municipal/barangay halls and other public places.
 - g. Conducting assemblies inviting NGOs and other civic and religious organizations.
3. This pre-registration will allow the Department to determine the intervention needed; therefore, it is further advised that basic information of the activity be gathered by filling up the attached forms in the enclosures.

Enclosure 1	-	Form 1-Early Registration Form (to record enrollees for both elementary and secondary)
Enclosure 2	-	Form 2A-School Plan to Address Needs (for elementary school heads)
Enclosure 3	-	Form 2B-School Plan to Address Needs (for secondary school heads)
4. All Districts are requested to provide assistance to schools in planning the activity and in facilitating the submission of the consolidated Form 1 in hard and soft copy (excel form) on or before January 29, 2013. The accomplished Form 2A and 2B shall be submitted to on or before March 4, 2013. Reports will be submitted to the Division Planning, Research and Evaluation Unit.
5. For immediate dissemination, guidance and compliance

Enclosure No: 2

FORM 2A

School Plan to Address Needs

Name of Elementary School: _____
 Division: _____ Region: _____
 Date Accomplished: _____

Please indicate additional inputs needed.

Grade Level	Tentative Enrolment	A. Additional Inputs Needed (Please indicate number)			
		Classroom	Teachers	Textbooks	Seats
1. Kindergarten					
2. Grade 1					
3. Grade 2					
4. Grade 3					
5. Grade 4					
6. Grade 5					
7. Grade 6					
TOTAL					

Learners under the ADMs/ALS	Tentative Enrolment	B. Inputs Needs	
		Teacher-Facilitator	Modules
Age 9			
Age 10			
Age 11			
Age 12 and above			
TOTAL			

Categories of Disability	Tentative Enrolment	C. Additional Inputs Needed
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Enclosure No. 3.

FORM 2B

School Plan to Address Needs

Name of Secondary School: _____
Division: _____ Region: _____
Date Accomplished: _____

Please indicate additional inputs needed.

Year Level	Tentative Enrollment	A. Additional Inputs Needed (Please indicate number)			
		Classroom	Teachers	Textbooks	Seats
1. First Year					
2. Second Year					
3. Third Year					
4. Fourth Year					
TOTAL					

Learners under the ADMs/ ALS	Tentative Enrollment	B. Inputs Needs	
		Teacher - Facilitator	Modules
Age 12			
Age 13			
Age 14			
Age 15 and above			
TOTAL			