



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts., City of Malaybalay
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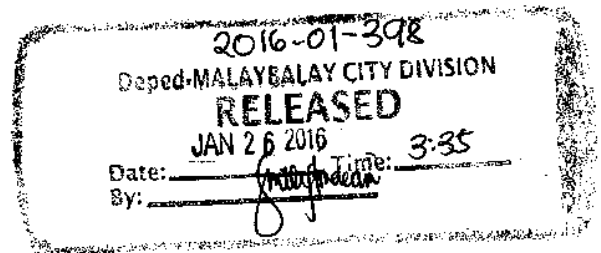
DIVISION MEMORANDUM
No. 037 s. 2016

TO: Public Schools District Supervisors
Elementary and Secondary School Heads and Principals
This Division

FROM: *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

DATE: January 26, 2016

RE: **EARLY REGISTRATION FOR SY 2016-2017**



1. For the information and guidance of all concerned and as per DepEd Order no. 9, s, 2015 -School Calendar for SY 2015-2016, January 30, 2016 is scheduled as Early Registration Day for all public elementary and secondary schools for SY 2016-2017.
2. In this connection, all schools are advised to conduct various activities in-line with the said early registration, please refer to DepEd Order no.1, s, 2015 and DepEd Order No 16 s, 2015 for activities in support of Early Registration and Registration process.
3. School Heads are hereby directed to submit reports on registration to the Office of the School Governance and Operation Division (SGOD), Attention Novem A. Sescon, Division Planning Officer on February 5, 2015 in hard and soft copy excel form.
4. Immediate and wide dissemination of this memorandum is required.



Republic of the Philippines
Department of Education

22 JAN 2015

DepEd ORDER
No. **1**, s. 2015

**DECLARING JANUARY 24, 2015 AS COMMENCEMENT OF EARLY
REGISTRATION FOR SY 2015-2016**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With the theme *Makapag-aral ay Karapatan Mo, Magpalista*, the Department of Education (DepEd) declares **January 24, 2015** as the commencement of **Early Registration** for the School Year (SY) 2015-2016 in **all public elementary and secondary schools** to achieve universal participation and completion of the cycle.
2. With the support of local officials and civic organizations, a massive advocacy campaign to find children and youth in the communities not currently enrolled and bring them back to school shall be undertaken from **January 24 to February 27, 2015**.
3. The following are the objectives of the early registration:
 - a. To ensure that all 5-year old children are enrolled in kinder;
 - b. To locate, identify and enroll out of school children and youth who may belong to the following:
 - i. Children and youth in remote locations,
 - ii. Children and youth in difficult circumstances,
 - iii. Children and youth who belong to disadvantaged groups or who suffer from discrimination,
 - iv. Children and youth with disabilities;
 - 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. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials and civic organizations to help and locate children who should be in schools. Regional Offices and Schools Division Offices shall support school campaigns.

5. 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.

6. For inquiries about the early registration, all concerned may contact the Office of the Undersecretary for Programs and Projects at 633-7202.

7. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated
Reference: DepEd Order: No. 89, 2012
To be indicated in the Perpetual Index
under the following subjects:

ADMISSION or ENROLMENT
PUPILS
SCHOOLS
STUDENTS

(Enclosure to DepEd Order No. 1, s. 2015)

**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, and other stakeholders.

Child or Youth Find Activities

1. DOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the LGUs and *barangays*.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrollees. These schools should coordinate with the IPEd focal person for support on contextualization of education for IP 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 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 Qualifications for Kindergarten
Kindergarten children should be at least 5 years old by June 1, 2015.
2. 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*, 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.
3. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration on January 24, 2015 and during school days from January 26 – February 27, 2015.

4. Each division office 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 DOs. The SDO should coordinate with the DSWD for this activity.

5. 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 2015.