



Republic of the Philippines

Department of Education

DM-2020-49
 JAN 29 2020 5:00
 [Signature]

Division Memorandum

No. 49 series of 2020

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors SGOD and CID
 Public and Private Elementary and Secondary School Head
 This Division

FROM:  **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

DATE: January 29, 2020

**SUBJECT: DISSEMINATION OF DEPED MEMORANDUM NO. 006, S. 2020 Re:
 SCHEDULE OF EARLY REGISTRATION FOR SY 2020-2021**

1. Pursuant to DepEd Order No. 25, s. 2018 entitled, Implementing Guidelines on the DepEd School Calendar for School Year 2018 – 2019 and DepEd Order no. 6, s. 2020, This Office hereby informs the field of the commencement of Early Registration for Kindergarten to Grade 12 on February 1, 2020 in all public and private elementary and secondary schools for SY 2020 - 2021 to ensure maximum inclusive participation of learners and completion of the basic education cycle.
2. The early registration which covers incoming Kinder, Grade 7, and Grade 11 learners in public and private schools shall be conducted from **February 1 to March 6, 2020**. It should be noted that incoming Grades 2 - 6, Grades 8 - 10 and Grade 12 learners are considered pre- registered, thus there is no need for these students to participate in the early registration except for transferees - in and those who are no longer in school but interested in going back to school shall be enrolling in the basic education level.
3. The objectives of the early registration are:
 - 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 belong to the following:
 - i. Children and youth in remote locations;
 - ii. Children and youth in difficult circumstances;
 - iii. Children who belong to the disadvantaged groups or who suffer discrimination;
 - iv. Children and youth with disabilities.
 - c. To understand the barriers to access to education, identify local interventions, and ensure that they do not drop out.





Republic of the Philippines
Department of Education

4. In view of the conduct of the early registration, all elementary and secondary school heads shall designate **Early Registration Desk or Registration Center (RC)** in the school premises and individuals who will handle the registration. Registrants for the month-long early registration shall be reported through the Planning Unit. Each school shall organize their school **Early Registration Action Team (ERAT)**, which shall be composed of a Chairperson and Members. Tasks of the Early Registration Team shall be as follows:

- 4.1. Oversee the School Level concerns on Early Registration of Kindergarten to Grade 12;
- 4.2. Set - up hotlines to receive calls, text messages and e-mails or concerns;
- 4.3. Set - up Help - Desk to accommodate field and walk - in concerns; and
- 4.4. Update/ submit report in terms of data needed utilizing reporting template.

5. All schools shall post the early registration activities thru FB https://m.facebook.com/story.php?story_fbid=177793946646006&id=100032462057256&sfnsn=mo, and an **Early Registration tarpaulins** (4ftW and 6ftL) shall be hang/posted in school most conspicuous place. Public Schools District Supervisor and Planning and research Section shall monitor posting of activities conducted. School ICT Coordinators shall submit early registration data in the Learners' Information system (LIS) thru <https://lis.deped.gov.ph/dashboard/early-registration> and make data update for any changes.

6. All schools are advised to undertake information dissemination, massive campaign activities and different local forms of media for advocacy such as tarpaulin display, signage, public announcement and meetings involving the parents in the community, local officials, civic organizations and other stakeholders to raise public awareness on early registration. It shall be led by the **School Heads** and **District Supervisors** purposely to bring the greatest number of schools age going children and youth in school.

7. The attached is the list of Division Early Registration Monitoring Team shall ensure that the early registration period activities shall reach a wide coverage of implementation to guarantee that the greatest number of registrants will come out to register.

8. Participation to this program shall entitle the participants to service credits in accordance to DepED order 53 s. 2003 entitled Updated guidelines on Grant of Vacation Service Credits to teachers and on the other hand, non-teaching staff shall be provided with Compensatory Time - OFF(CTO) and per civil service circular no. 2 s. 2004 on non-monetary remuneration for overtime service rendered. Claims for service credits on services rendered during weekends within the period of early registration should be submitted to this Office on **March 9-13, 2020** with the following support documents;

- a. DTR indicating the dates of the service rendered duly signed by the School Head and Division Chiefs for the Schools Division Personnel.
- b. Complete names of the personnel with summary of days rendered
- c. Narrative Report with pictures highlighting the activity duly signed by the School Head

Service credit claims with incomplete support documents and service credit claims submitted after deadline will not be process by this Office.





Republic of the Philippines
Department of Education

9. Queries related to this can be relayed to **Vince G. Sanmiguel**, Senior Education Program Specialist, Planning and Research Section at 09778091156.

Encls.: As stated

Reference: DM No.006, S. 2020

Nas1/29/2020





Republic of the Philippines
Department of Education

Enclosure no. 1 of Division Memorandum _____ s. 2020

Sample Tarpaulin for the Early Registration Activity

SCHOOL

EARLY REGISTRATION

Sa may pagbabago,
Sa mga ay !

SY 2020-2021

**FEBRUARY 1-MARCH 6
2020**

**DEPARTMENT OF EDUCATION
REGION X**

Diyos is it!

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Republic of the Philippines
Department of Education

Enclosure 2 of Division Memorandum No. _____, s. 2020

2020 DIVISION EARLY REGISTRATION MONITORING TEAM

Overall Chairman: Victoria V. Gazo, PhD, CESO V
 Schools Division Superintendent
Co-chairman: Sunny Ray F. Amit
 OIC-Asst. Schools Division Superintendent
Members: Lorenzo O. Capacio, EdD – District 6-10
 Chief Education Supervisor, SGOD
Ralph T. Quirog-CID-District 1-5
 Chief Education Supervisor, CID

DISTRICT	SCHOOL	MONITORING TEAM
1	Kalasungay NHS Dalwangan NHS Kapitan Anghel IS Dalwangan ES Damtan ES Patpat ES New Ilocos ES Kalasungay CS	Chairman: Jesus V. Muring-PSDS Members: Luis Alajar Woodrow Wilson B. Merida Ethyl Jane B. Ligando
2	Sumpong CS Baganao ES Manalog ES Kibalabag IS Taguilanao ES Tintinaan ES Candiisan IS Incalbog ES Kilap-agan IS Can-ayan IS	Chairman: Manny B. Pimentel-PSDS Members: Jasmin J. Adriatico Jimdandy S. Lucine Gretchen V. Catane
3	Imbayao NHS Imbayao ES Sta. Ana ES Bukidnon NHS	Chairman: Liza G. Balintongog-PSDS Members: Lou-ann J. Cultura Marsfifth M. Mamawag-SOCMOB Paterno T. Padua, Jr.-PDO
4	Casisang NHS MCCS Brgy 9 ES BCT ES	Chairman: Ralph T. Quirog Members: Imelda Bentillo Mary Gladys J. Dublas-M & E
5	Casisang CIS Panamucan ES Mabuhay ES San Jose ES Malaybalay City NHS Natid-asan ES Casisang SHS AVES	Chairman: Aba Q. Allaba-PSDS Members: Rachel Valde Rio G. Arbutante
6	Aglayan CS Balangbang ES Laguitas ES	Chairman: Jovy Molina-PSDS Members: Rosie A. Saupado Lucilyn M. Cahucom





Republic of the Philippines
Department of Education

	Cabangahan ES Malaybalay City National SHS Bendolan ES Magsaysay IS Mapayag ES	
7	Bangcud CS Bangcud NHS Padernal ES Binalbagan ES Dapulan ES Calawag ES Simaya ES Binalbagan ES Apo Macote NHS Luyungan IP HS	Chairman: Noel Tan Nery-PSDS Members: Vicente G. San Miguel Emelyn Razo Analy L. Ocier
8	Linabo CS San Martin AINHS Malaggap ES San Martin ES Sawaga ES Lalawan ES Paiwaig ES Lalawan NHS	Chairman: Bonifacio M. Palo-PSDS Members: Ma. Concepcion Reyes Ria K. Alcuizar
9	Managok CS Miglamín NHS Managok NHS Matangpatang ES Lunukan ES Langasihán ES Dumayas ES Bagong Silang ES Miglamín ES	Chairman: Romil Jabonero-PSDS Members: Virgillin R. Pizzaro Edelina Eborá- M & E
10	Zamboanguita CS Mapulo ES Tuburan ES Caburacanan ES Indalasa IS Kulaman ES Kibalabag ES St. Peter NHS Silae NHS Silae ES Pighalugan ES Pigpamulahan ES Busdi IS	Chairman: Ferdinand Mortera-PSDS Members: Purísima J. Yap Manuel Dinlayan III

Note: Nurses deployed in their respective districts shall help also monitor the conduct of the activity in their respective area of assignments.





Republic of the Philippines
Department of Education

Enclosure 3 of Division Memorandum No. _____, s. 2020

**MONITORING TOOL ON EARLY REGISTRATION
FOR KINDERGARTEN TO GRADE 10 AND SENIOR HIGH SCHOOL**

School: _____
School Head: _____

District: _____
School ID: _____

Grade Level	Gender	
	Male	Female
Kinder		
Grade 1		
Grade 7		
Grade 11		

No	Indicators	Observed	Not Observed	Remarks
1	School Early Registration Task Force			
2	School's Early Registration Activity Matrix/Action Plan			
3	Registration Form			
4	List of teachers assigned per day (January 27 - February 3, 2018)			
5	Advocacy Campaign			
	a. Tarpaulins			
	b. Bulletin Boards			
	c. Broadcast Media			
	d. Print Media			
6	Family Mapping Tool			
	a. Kindergarten			
	b. Elementary			
	c. Secondary			
7	Evidence of coordination with Private School in the locality			
	d. ALS			
8	List of 4-5 years old enrolled in the Day Care Centers			
9	Evidences of announcement of the Early Registration in Symposiums, Assemblies, Meetings and Conferences			





Republic of the Philippines
Department of Education

1. What preparations have been made for Early Registration Campaign?

2. How did the school disseminate to the community the information on Early Registration?

3. What are the challenges encountered and how did you resolve it?

OBSERVATIONS/COMMENTS/SUGGESTIONS

Monitored by:

Noted:

(Print Name and Signature)

(Name of School Head, Print Name and Signature)

Date and Time:





Republic of the Philippines
Department of Education

27 JAN 2021

DepEd MEMORANDUM
No. **006** s. 2020

SCHEDULE OF EARLY REGISTRATION FOR SCHOOL YEAR 2020-2021

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, HAKMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) announces that **schools shall open their respective Early Registration desks from February 1 to March 6, 2020** as the Chinese New Year falls on January 25, to ensure that all new entrants for Kindergarten, Grades 1, 7, and 11 learners in public and private elementary and secondary schools nationwide are registered for School Year 2020-2021.
2. Guidelines on the conduct of and requirements for early registration are outlined in DepEd Order No. 3 s. 2018 titled the **Basic Education Enrollment Policy**.
3. Immediate dissemination of this Memorandum is desired.


LEONOR MATYOLIS BRIONES
Secretary

Reference:
DepEd Order (No. 3, s. 2018)

To be indicated in the Perpetual Index
under the following subjects:

ADMISSION
BASIC EDUCATION
ENROLLMENT
PROGRAMS
SCHOOLS
TEACHERS

MAIL ROOM/REGISTRATION UNIT/STENOGRAPHERS
OFFICE OF THE SECRETARY

