



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
RELEASED  
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BY: [Signature]

**DIVISION MEMORANDUM**

No. 156, s. 2021

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public, Private, SUCs Elementary and Secondary School Heads  
This Division**

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

Date: March 25, 2021

Subject: **ADDENDUM TO DIVISION MEMORANDUM NO. 142 S, 2021 RE:  
EARLY REGISTRATION FOR SCHOOL YEAR 2021-2022**

1. Addendum to Division Memorandum No. 142 S, 2021 Re: Early Registration for School Year 2021-2022.
2. Please see attached prescribe DepEd processes on the Conduct of Early Registration and the Modified Basic Education Enrollment Form to be use in this activity.
3. Queries relative to this can be relayed to Novem A. Sescon Planning Officer III through 09064709040.



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## **Processes for the Conduct of Early Registration**

### **a. Remote Early Registration:**

- may utilize available online platforms (i.e. e-mail, google forms, Facebook, Viber, and the likes), SMS, and phone calls;
- provide their respective official school contact details to the general public to answer queries and concerns;
- use of drop-box.

### **b. In-person Early Registration:**

- shall be only done in areas in MGCQ provided that public health and safety protocols shall be observed;
- only parents/guardians shall be allowed to transact within the school premises;
- School Heads shall assign teachers that will staff the Early Registration Desk within the school as well as teachers that will manage remote/online early registration.

### **c. Early Registration Form in the Barangay and Public Spaces**

- forms and advocacy/campaign materials shall also be made available in Barangay Halls and other conspicuous places where parents/guardians can collect and submit/return the forms;
- School Heads shall be in close coordination with the barangay officials for the establishment of the Early Registration drop-box.

### **d. Early Registration Hotlines**

- Establish helpdesks to provide technical assistance on policy and process related concerns/clarifications;
- Assign teachers that will serve as focal persons to their Early Registration Hotline to address inquiries from the public.

### **e. Information Dissemination and Advocacy Campaign Activities**

- Conduct information dissemination and advocacy campaign drives through posting of tarpaulins or banners, posting of information in online platforms, and television and radio announcements





# MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year:     -

Grade level to Enroll:

No LRN       With LRN

Returning (Balik-Aral)

**INSTRUCTIONS:** Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

## STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) \_\_\_\_\_

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable)

DATE OF BIRTH (Month/Day/Year)   /   /      SEX  MALE  FEMALE AGE

Belonging to any Indigenous Peoples (IP) Community/indigenous Cultural Community?  No  Yes If Yes, please specify: \_\_\_\_\_

Mother Tongue \_\_\_\_\_

**ADDRESS**  
House Number and Street

Barangay \_\_\_\_\_

City/Municipality/Province/Country \_\_\_\_\_ Zip Code

## PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) \_\_\_\_\_ Mother's Maiden Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Guardian's Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

### For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed \_\_\_\_\_ Last School Year Completed \_\_\_\_\_

School Name \_\_\_\_\_ School ID

School Address \_\_\_\_\_

### For Learners in Senior High School

Semester  1st Sem  2nd Sem

Track \_\_\_\_\_ Strand (if any) \_\_\_\_\_

### Preferred Distance Learning Modality/ies

Modular (Print)     Online     Radio-based instruction     Blended

Modular (Digital)     Educational TV     Homeschooling

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

\_\_\_\_\_  
signature Over Printed Name of Parent/Guardian      \_\_\_\_\_  
Date