



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

2023-73073  
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DEPED MALAYBALAY CITY DIVISION  
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**DIVISION MEMORANDUM**

No. 172, s. 2023

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

From:   
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date: May 12, 2023

Subject: **EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

1. Pursuit to the attached DepEd Order No. 010 s, 2023 *Re: Amendments to DepEd Order No. 3, s.2018*. All Schools are requested to conduct Early Registration for the School Year 2023-2024 of incoming Kindergarten, Grades 1, 7 and 11 learners in public schools from May 10 to June 9, 2023.
2. School Heads/Principals shall facilitate the conduct of the advocacy campaigns while Daily encoding/updating of early enrollment data in the Learners Information System (LIS) early registration facility is a must.
3. For Cut-off age for incoming kindergarten, please see attached prescribed DepEd Order No. 20, s. 2018.
4. Also attached is the prescribed tarpaulin template for the early registration to be used in this activity.
5. Queries relative to this can be relayed to Novem A. Sescon Planning Officer III through 09064709040.



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# MAGPA-EARLY REGISTER NA PARA SA SY 2023-2024

Mayo 10 - Hunyo 9, 2023

Para sa iba pang detalye, basahin ang DepEd Order No. 10, s. 2023:





Republic of the Philippines  
**Department of Education**

MAY 09 2023

DepEd ORDER  
No. **010**, s. 2023

**AMENDMENT TO DEPED ORDER NO. 03, s. 2018**  
(Basic Education Enrollment Policy)

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
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) issued DepEd Order (DO) No. 03, s. 2018, or the Basic Education Enrollment Policy which institutionalized an efficient enrollment process in public and private schools and state/local universities and colleges (SUCs/LUCs), as well as provides the schedule of the conduct of early registration.
2. With the shift of the beginning of the school year (SY) from June to August in the previous years, the Department amends the schedule of the conduct of early registration in Paragraph V.A which shall read as follows:

**V. Enrollment Procedure**

**A. Early Registration**

**Early registration for the school year 2023-2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from May 10 to June 9, 2023.**

3. Also, this reiterates the provision in DO 03, s. 2018, that all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow DepEd to make the necessary preparations and adjustments of plans for the incoming SY 2023-2024. While incoming Grades 2-6, 8-10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
4. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.

5. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.

6. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.

7. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).

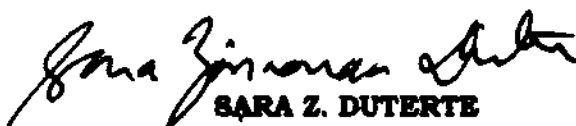
8. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2023-2024, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

9. All other provisions of DO 03, s. 2018, not otherwise affected or amended by this DepEd Order, shall remain valid and effective unless otherwise amended by other DepEd issuances.

10. This DepEd Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

11. For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

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

  
**SARA Z. DUTERTE**  
Vice President of the Republic of the Philippines  
Secretary of the Department of Education

References:

DepEd Order (No. 03 and 020, s. 2018)



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

AMENDMENT  
ADMISSION  
ENROLLMENT

KINDERGARTEN EDUCATION  
LEARNERS  
POLICY



Republic of the Philippines  
**Department of Education**

19 APR 2018

DepEd ORDER  
No. 020 s. 2018

**AMENDMENT TO DEPED ORDER NO. 47, S. 2016, OTHERWISE KNOWN AS THE  
"OMNIBUS POLICY ON KINDERGARTEN EDUCATION," CLARIFYING THAT THE  
CUT-OFF AGE POLICY IS APPLICABLE TO BOTH PUBLIC AND PRIVATE SCHOOLS  
AND PROVIDING FOR TRANSITORY PROVISIONS TO ACCOMMODATE KINDER  
AND GRADE ONE ENROLLEES FOR SY 2018-2019 AND SY 2019-2020 WHO MAY  
BE AFFECTED BY THIS POLICY, AND FOR OTHER PURPOSES**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Kindergarten and Elementary School Heads  
All Others Concerned

1. Republic Act No. (RA) 10157, or the *Kindergarten Education Act of 2012*, declares that it shall be the policy of the State to provide equal opportunities for all children to avail of accessible mandatory and compulsory kindergarten education.
2. RA 10157 and RA 10533, or the *Enhanced Basic Education Act of 2013*, provide that kindergarten education shall mean "one year of preparatory education for children at least five (5) years old as a prerequisite for Grade 1."
3. The Department of Education (DepEd) is vested, under RA 10157, with the authority to regulate the organization, operation and/or implementation of the kindergarten education program of both public and private schools. The DepEd is further charged with the function to oversee and supervise the organization, operation and implementation of the kindergarten education program and exercise authority over the operation of private kindergarten institutions.
4. The kindergarten curriculum is designed to respond to the holistic developmental needs of five (5) year old learners along socio-emotional, values, physical health and motor, aesthetic/creative, mathematics, understanding of the physical and natural environment, language, literacy, and communication. Moreover, the first quarter of the curriculum is designed to strengthen the learners' preparation to meet the Kindergarten learning standards.
5. In view of the foregoing considerations, the Department hereby issues this Order clarifying the applicability of DepEd Order No. 47, s. 2016, or the *Omnibus Policy on Kindergarten Education*, to both public and private schools, thereby amending said Order to read as follows:

- A. Item VI.15.A of the enclosure to DepEd Order No. 47, s. 2016 is hereby amended to read as follows:

**“VI. Enrolment Procedures**

15. All Regional Directors, Schools Division Superintendents, and School Heads of both public and private schools are directed to accept children in accordance with the following guidelines:

- A. Age qualification for Kindergarten learners in **both public and private schools** should be five (5) years old by June 1 of every calendar year. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of August on the condition that the **Philippine Early Childhood Development (ECD) Checklist must be administered to the learner** prior to the start of the opening of the school year, to ensure that the learner is capable of meeting the expectations of the grade level. Parents may provide documentation and/or certification of the learner’s previous Early Childhood Education (ECE) experiences (i.e., preschool, day care, pre-Kindergarten) in addition to the results of the Philippine ECD Checklist.

**For schools commencing their school year beyond June, the requirement that Kindergarten learners should be five (5) years old by June 1 and the extension period ending on August 31 shall be adjusted. For schools commencing their school year in July, Kindergarten learners should be five (5) years old by July 1 and the extension period shall be until September 30. For schools commencing their school year in August, Kindergarten learners should be five (5) years old by August 1 and the extension period shall be until October 31.”**

- B. To recognize the right of private schools to impose additional requirements that are consistent with existing laws, rules and regulations, a new Item VI.15.E is hereby added to the enclosure to DepEd Order No. 47, s. 2016, which shall read as follows:

**“E. Private schools may impose special or additional admission requirements that are consistent with their right to operate as a private school as provided for under existing laws, rules and regulations. Such additional requirements may include, but not limited to the following:**

- i. passing of an entrance or qualifying examination;**
- ii. completing an additional pre-kindergarten program at an earlier age;**
- iii. passing other kindergarten readiness tools that such private schools may administer; and**
- iv. such other requirements that private schools may impose not contrary to existing laws, rules and regulations to maintain such private schools’ standards.”**

- C. To accommodate Kinder and Grade One enrollees in both public and private schools for School Year (SY) 2018-2019 and SY 2019-2020 who may be affected by this policy, the following transitory provisions are herein provided:

**(1) For SY 2018-2019:**

- i. Learners who completed Kindergarten during SY 2017-2018 can enroll in Grade I, provided that they turned five (5) years old within SY 2017-2018;
- ii. Learners who will turn five (5) years old within SY 2018-2019 can be accepted to Kindergarten provided they pass the Philippine Early Childhood Development (ECD) checklist.

**(2) For SY 2019-2020:**

- i. Learners who completed Kindergarten during SY 2018-2019 can enroll in Grade I, provided that they turn five (5) years old within SY 2018-2019 when they complete Kindergarten;
- ii. Incoming Kindergarten must strictly comply with the cut-off age policy stated in DO No. 47, s. 2016, as amended by this DepEd Order.

**(3) For SY 2020-2021**

Both incoming Kindergarten and Grade 1 learners shall strictly comply with the policy as stated under Item VI.15.A of the enclosure to DepEd Order No. 47, s. 2016, as amended by this DepEd Order.

6. DepEd Order No. 47, s. 2016, Memorandum No. DM-CI-2017-00454 dated 11 December 2017 entitled *Clarificatory Guidelines on the Provisions of DepEd Order No. 47, s. 2016 "Omnibus Policy on Kindergarten Education"*, DepEd Order No. 3, s. 2018, and all other DepEd Orders, rules, regulations, issuances, which are inconsistent with this Order, are hereby repealed or modified accordingly.

7. These guidelines shall take effect immediately.

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

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References:

DepEd Order (No. 47, s. 2016; No. 3, s. 2018)

To be indicated in the Perpetual Index  
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LEARNERS  
POLICY  
STRAND: Curriculum and Instruction