



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

2024-01-04
DM 2024-01-046
DEPED MALAYBALAY CITY DIVISION
RELEASED
JAN 29 2024 time: 4:02
By: *[Signature]*

DIVISION MEMORANDUM

No. 046, s. 2024

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

From: *[Signature]*
ALIENA S. DAJAY, CESE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Date: January 29, 2024

Subject: **EARLY REGISTRATION FOR SCHOOL YEAR 2023-2024**

1. Pursuant to the attached DepEd Order No. 03 s, 2018, all Schools are requested to conduct Early Registration for the School Year 2024-2025 of incoming Kindergarten, Grades 1, 7 and 11 learners in public schools from January 27 to February 23, s024.
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. Basic Education Enrollment form (Revised as of March 27, 2023) in print and electronic copies shall be used to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7 and 11 learners are properly captured.
4. The conduct of the Early Registration shall be preferably 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.
5. Authorities of Public and Private schools are instructed to strictly enforce and implement the kindergarten-cut off age as stipulated in D.O 20, s.2018
6. Schools head/Principal shall facilitate the conduct of advocacy campaigns within their respective jurisdiction to inform the public and encourage Out of School Children (OSC) and parents/



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guardians of prospective learners to participate in the Early Registration for SY 2024-2025 by posting relevant materials in conspicuous places.

4. Attached is the DepEd Unnumbered Memorandum relevant to Early Registration dated January 22, 2024.
5. Queries relative to this can be relayed to Novem A. Sescon Planning Officer III through 09064709040.



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Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

MEMORANDUM

**FOR: MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM: NOLASCO A. MEMPIN
Undersecretary for Administration

NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge
Planning Service

SUBJECT: EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025

DATE: 22 January 2024

Pursuant to Paragraph V. Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. 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.

2. 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.
3. 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.
4. 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).
5. 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 2024–2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

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.



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year -
 Grade level to Enroll:

Check the appropriate box only
 1. With LRN? Yes No 2. Returning (Balik-Aral) Yes No

INSTRUCTIONS:

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

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration) _____ Learner Reference No.

(LRN) Last Name

Birthdate (mm/dd/yyyy)

Piece of Birth (Municipality/City)

First Name

Sex Male Female

Age

Mother Tongue

Middle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community
 Yes No If Yes, please specify: _____

Extension Name e.g. Jr., III (if applicable)

Is your family a beneficiary of 4Ps? Yes No

If Yes, write the 4Ps Household ID Number below

Is the child a Learner with Disability? Yes No

If Yes, specify the type of disability:

- Visual Impairment Hearing Impairment Learning Disability Intellectual Disability
- a. blind Autism Spectrum Disorder Emotional- Behavioral Disorder Orthopedic/Physical Handicap
- b. low vision Speech/Language Disorder Cerebral Palsy Special Health Problem/ Chronic Disease
- Multiple Disorder a. Cancer

Current Address

| | | | |
|-------------------|-------------|----------|----------|
| House No. | Street Name | Barangay | |
| Municipality/City | Province | Country | Zip Code |

Permanent Address Same with your Current Address? Yes No

| | | | |
|-------------------|-------------|----------|----------|
| House No./Street | Street Name | Barangay | |
| Municipality/City | Province | Country | Zip Code |

PARENTS/GUARDIAN'S INFORMATION

Father's Name

| | | | |
|-----------|------------|-------------|----------------|
| Last Name | First Name | Middle Name | Contact Number |
|-----------|------------|-------------|----------------|

Mother's Maiden Name

| | | | |
|-----------|------------|-------------|----------------|
| Last Name | First Name | Middle Name | Contact Number |
|-----------|------------|-------------|----------------|

Legal Guardian's Name

| | | | |
|-----------|------------|-------------|----------------|
| Last Name | First Name | Middle Name | Contact Number |
|-----------|------------|-------------|----------------|

For Returning Learner (Baik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

For Learners in Senior High School

Semester 1st 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Modular (Print) | <input type="checkbox"/> Online | <input type="checkbox"/> Radio-Based Instruction | <input type="checkbox"/> Blended |
| <input type="checkbox"/> Modular (Digital) | <input type="checkbox"/> Educational Television | <input type="checkbox"/> 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