



Republic of the Philippines
Department of Education
REGION X

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
CAGAYAN DE ORO CITY
RELEASED
DATE: MAY 12 2023

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

11 May 2023

DIVISION MEMORANDUM

No. 199, s. 2023

TO: Asst. Schools Division Superintendent
CTD and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SGOD Personnel
Public, Private and SUC Elementary and Secondary School Heads
This Division

CONDUCT OF THE EARLY REGISTRATION FOR SY 2023-2024

1. In compliance to DepEd Order No. 10, s. 2023 re Amendment to DepEd Order No. 3, s. 2018, the field is hereby directed to conduct the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools from May 10 to June 9, 2023. While incoming Grade 2-6, 8-10, and 12 learners from public schools are considered pre-registered and need not to participate in the early registration. Private schools and state universities and colleges are encouraged to conduct their respective early registration activities in the same timeframe.
2. Daily updating or encoding in the Learner Information System (LIS) Early Registration facility shall be done using school head or system administrator account. 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 enrollment to get the overall picture of the expected enrollees for the next enrollment.
3. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023).
4. Public and private schools and SUCs authorities are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 20, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
7. 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.
8. School heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the public and encourage Out of School Children and parents/guardians of prospective learners to participate in the Early



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Registration for SY 2023-2024, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio stations.

9. Schools shall download and use the templates and editable files via **<https://bit.ly/EarlyReg2023-2024Materials>** for early registration campaign and other related activities.

10. Teachers/personnel who conducted early registration and/or monitoring on Saturdays are entitled to a Service Credit/Compensatory Time Off.

11. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all concerned personnel/individual regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

12. Immediate compliance with this Memorandum is directed.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As Stated

Reference: DO 10, s. 2023, DO 3, s. 2018 and DO 20, s. 2018

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

FORMS
SCHOOLS

LEARNERS
TEACHERS

RRB/DM – conduct of early registration for sy 2022-2023
May 11, 2023





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 ☐ No2. 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) Place of Birth (Municipality/City) First Name Sex ☐ Male
☐ FemaleAge 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. Sitio/Street Name Barangay Municipality/City Province Country Zip Code

Permanent Address

Same with your Current Address? ☐ Yes ☐ NoHouse No./Street Street Name Barangay Municipality/City Province Country Zip Code

PARENT'S/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 (Balik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

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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:

☐ Modular (Print)

☐ Online

☐ Radio-Based Instruction

☐ Blended

☐ Modular (Digital)

☐ Educational Television

☐ 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