



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

ED-DIVISION OF CAGAYAN DE ORO CITY
RELEASED
DATE: JAN 24 2024

Office of the Schools Division Superintendent

24 January 2024

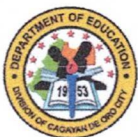
DIVISION MEMORANDUM

No. 43 s.2024

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025

TO: Assistant Schools Division Superintendent
CID 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

1. In accordance with the Office Memorandum from the Office of Administration and Office of Planning Service, the field is hereby informed about the guidelines in of the Early Registration for School-Year 2024-2025. Under Paragraph V. Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy", the conduct of Early Registration for the 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. Private Schools and State Universities and colleges are encouraged to conduct their respective early registration activities in the same timeframe.
2. Consistent with the abovementioned provisions, this Office announces that the Early Registration for the **School Year 2024-2025** shall start on **27 January 2024 to 23 February 2024**.
3. Daily updating or encoding in the Learner Information System (LIS) Early Registration facility shall be done using the school head or system administrator account. Public elementary and secondary schools are required to encode in the Early Registration facility the prospective enrollees for the 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.
4. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023).
5. Public and private schools and SUC authorities are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in the DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
6. The conduct of the early registration shall be done through face-to-face transactions with the schools. However, the schools may continue to implement



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

other options or means of collecting early registration forms.

7. School heads shall facilitate the conduct of advocacy campaigns with 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 the local televisions and radio broadcasting stations.

8. Schools shall download and use the templates and editable files via <https://bit.ly/EarlyRegSY2024-2025Materials> for early registration campaign and other related activities.

9. Teachers/personnel who conducted early registration and/or monitoring on Saturdays are entitled to a Service Credit/Compensatory Time Off. Subject to CSC guidelines and requirements.

10. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender and sexual orientation, disability, religion, and ethnicity.

11. Immediate and wide dissemination of this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Memorandum
To be indicated in the Perpetual Index
under the following subjects:
EARLY REGISTRATION

RSM/ P&RS-2024MEMO



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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 o 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