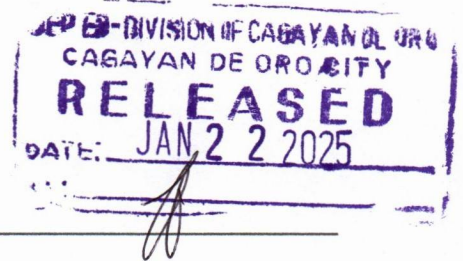




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 Jan 2025

MEMORANDUM

No. 08 s.2025

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026

TO: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
SGOD Personnel
Public Elementary and Secondary School Heads
This Division

1. In reference to DepEd Order No. 009, s. 2024 titled "Implementation Guidelines on the School Calendar and Activities for School Year 2024-2025", registration for incoming Kindergarten, Grades 1, 7, and 11 for School Year 2025-2026 will begin on January 25, 2025. Private schools, state universities, and colleges are encouraged to conduct their early registration activities within the same timeframe.
2. 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 once it is available, 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.
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 SUC authorities are instructed to strictly enforce and implement the kindergarten cut-off age stipulated in the DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
5. Early registration shall be conducted through face-to-face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.



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Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



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6. 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 2025-2026, by posting relevant materials in conspicuous places, and making announcements in the local televisions and radio broadcasting stations.
7. Schools shall download and use the templates and editable files via <https://tinyurl.com/EarlyRegSY2025-2026Materials> for early registration campaigns and other related activities. Weekly narrative reports/documentation will be uploaded in the link as well.
8. 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.
9. 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.
10. Immediate and wide dissemination of this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: DO 009,s. 2024, DO 3,s. 2018
To be indicated in the Perpetual Index
under the following subjects:
EARLY REGISTRATION SY 2024-2025

DM-018-SGOD-PR-RSM / DIVISION MEMORANDUM
January 21, 2025



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Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2