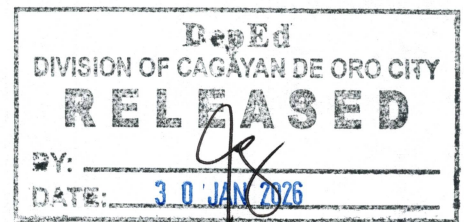




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



12 Jan 2026

MEMORANDUM

No. 03 s.2026

UPDATES ON EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027

TO: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
All Curriculum Implementation Division
All School Governance and Operations Division
All Public and Private Elementary and Secondary School Heads
All State Universities and Colleges (SUCs)
This Division

1. Pursuant to **DepEd Order No. 017, s. 2025** titled "*Revised Basic Education Enrollment Policy*" and in preparation for the opening of **School Year 2026-2027**, this Office announces the conduct of Early Registration starting **January 31 to February 27, 2026**.

2. The main objective of this activity is to ensure that all new entrants for Kindergarten, Grades 1, 7, and 11, including transferees and Out-of-School Children and Youth (OSCY), are pre-registered to aid the Division in resource planning and allocation.

3. To ensure the smooth implementation and 100% participation across all **10 Districts** of Cagayan de Oro City, all School Heads are directed to utilize the attached **Monitoring Checklist and SGOD Personnel Assignment** (Enclosure 1)

4. The **Public Schools District Supervisors (PSDS) and Education Program Supervisors (EPS)** of the following districts shall oversee the monitoring within their respective jurisdictions in reference to DM 548 s, 2025 Monthly Monitoring Assignment and Schedule:

- **East I & East II**
- **West I & West II**
- **North I & North II**
- **South & Central**
- **Southwest I & Southwest II**



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5. For SY 2026-2027, strict adherence to the **Kindergarten Cut-off Age** as specified in DO 17, s. 2025 must be observed. Only children who are five (5) years old by October 31, 2026, shall be eligible for Kindergarten.
6. School LIS Coordinators are reminded to perform **daily encoding** in the LIS Early Registration facility. Reports on the number of registered learners must be submitted weekly via the division-provided link:
<https://tinyurl.com/EarlyRegSY2026-2027>
7. Teachers and personnel who render services during the Early Registration on Saturdays are entitled to **Service Credits** (for teaching personnel) or **Compensatory Time-Off** (for non-teaching personnel) subject to existing CSC and DepEd guidelines.
8. 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.
9. Immediate and wide dissemination of this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 12, 15, and 17 s. 2025, DM 41 s. 2026

To be indicated in the Perpetual Index

under the following subjects:

EARLY REGISTRATION MONITORING SY 2026-2027

DM-09-SGOD-PR-RSM / updates on early registration for school year 2026-2027
January 30, 2026



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Enclosure 1-A

Early Registration Monitoring Checklist (SY 2026-2027)

I. Advocacy and Information Campaign

☐ Social Media Presence: Information posted on the school's official Facebook page or website.

☐ Physical Collaterals: Streamers, signage, or tarpaulins displayed at the school gate and strategic public areas (e.g., Barangay Hall).

☐ Stakeholder Engagement: Evidence of coordination with Barangay officials, BHWs, and PTA for child-mapping activities.

☐ Community Outreach: Conduct of "Rekorida" or house-to-house validation to identify Out-of-School Children and Youth (OSCY).

II. Frontline Services and Setup

☐ Designated Helpdesk: A specific Early Registration Desk or Center established within the school premises.

☐ Assigned Personnel: Non-teaching or teaching-related personnel designated to handle the registration and inquiries.

☐ Alternative Modalities: Availability of drop-boxes or online forms for those unable to do face-to-face transactions.

☐ Adherence to EOP: Visible signs or practices ensuring the Equal Opportunity Principle (inclusive and fair treatment for all).

III. Documentary and Enrollment Forms

☐ Official Form Usage: Use of the Basic Education Enrollment Form (Revised as of January 15, 2025, per DO 17, s. 2025).

☐ Target Grade Levels: Enrollment facility active specifically for incoming Kindergarten, Grades 1, 7, and 11.

☐ Kindergarten Cut-off Compliance: Strict enforcement of the age qualification as stipulated in DO 17, s. 2025.

☐ Data Privacy: Proof that forms are handled confidentially in compliance with the Data Privacy Act of 2012.



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IV. Data Management (LIS)

[] Daily Encoding: School Head or LIS Coordinator performs daily updates in the Learner Information System (LIS) Early Registration facility.

[] Prospective Enrollees: Encoding of prospective enrollees for Grades 2-6, 8-10, and 12 (based on current SY data) for resource planning.

[] Accuracy Check: Verification that the LRN (if applicable) and personal details are correctly captured from the forms.

V. Reporting and Documentation

[] Weekly Narrative Reports: Preparation and uploading of narrative/documentation reports to the designated Division link.

[] Service Credits/CTO: Proper recording of attendance for personnel rendering duty on Saturdays for the purpose of claiming Service Credits or Compensatory Time-Off.

Important Dates for SY 2026-2027

Start Date: January 31, 2026

End Date: February 27, 2026

Name of School: _____

School Principal: _____

Date: _____

Monitoring Supervisor: _____

Signature: _____



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Enclosure 1-B

SGOD Personnel Monitoring Assignment

DISTRICTS/SCHOOLS	SGOD Personnel
CENTRAL: City Central School Corrales Es North 1: North CCS Macabalan Es Consolacion ES St. John ES Puntod NHS Macabalan NHS Angeles Sisters NHS	Alvic Marie Francisco
North 2: Kauswagan CS City Engineers ES Bonbon ES Bayabas ES Bongbongon Es Kauswagan NHS Bonbon NHS Bayabas NHS	Chief Rosalio R. Vitorillo
East 1: East CCS Cugman ES Cugman ES-CIS Extn Gusa ES Malasag ES Malasag ES-Migtugsok Mobile School Extn Apo Malaki IS Apo Malaki IS-Pinagsagsagan Mobile School Extn Apo Malaki IS-Bugsok Mobile School Extn FS Catanico ES Mintugsok ES Lapasan NHS Cugman NHS Gusa NHS-FS Catanico Annex East Gusa NHS Regional Science HS	Derrold Marl Aves
East 2: Bugo CS Puerto ES Linangogan ES Palalan ES Tablon ES Agusan ES Suntingon ES Main Campus	Mary Caress Galono Rodel Megollas



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Suntingon ES Annex Balubal ES Bugo NHS Tablon NHS Agusan NHS	
WEST 1: West CCS Balulang ES Fr. William ES Macanhan ES Sacred Heart Village ES Upper Carmen ES PIKIPI ES Carmen NHS Carmen Science HS Balulang NHS	Loredelle Tacandong Mark Edward Olango
West 2: Bulua CS Baikingon ES Bulao ES Pedro Oloy Roa ES Camp Evangelista ES Canitoan ES GL Reyes Anhawon ES Iponan ES Pagatpat ES Pamilihi ES San Simon ES FIL-CHI ES Bulua NHS Baikingon NHS Pedro Oloy Roa ES Bulua NHS-Patag Ext. San Simon NHS Pagatpat NHS Iponan NHS Canitoan NHS	Roy Lumban Ryan Blanco
Southwest 1: Lumbia CS Baluarte ES Kiam-is ES Pagalungan ES Tagpangi ES Taglimao ES Pigsag-an ES Tuburan ES Tumpagon ES Lumbia NHS Tagpangi NHS Pagalungan NHS Tuburan NHS Taglimao NHS Pigsag-an NHS Tumpagon NHS	Jairus Gochuco



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Southwest 2: Bayanga ES Bayanga ES-Tagbokbok Extn Besigan ES Besigan ES-Kibanog Extn Dansolihon ES Mambuaya ES Man-ai ES Tignapoloan ES IBA IS IBA IS-Tanguily Upper Tignapoloan ES Mangalay ES Magayad ES Midkiwan ES Balongkot ES Cadayonan IS Dunggoan ES Tignapoloan NHS Bayanga NHS Mambuaya NHS Dansolihon NHS Besigan NHS Man-ai NHS	Romeo Aclo Ely Mamacalay II Beverly Anne Nicolasora
South: South CCS Macasandig ES Camaman-an ES Kamakawan ES Taguanao ES Indahag ES Indahag ES-Habitat Campus Camaman-an Es-Macapaya Ext. CDONHS-JHS CDONHS-SHS Camaman-an NHS-Macapaya NHS Ext Macasandig NHS Indahag NHS	Amor Radaza Eleanor Consejo Rollan



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