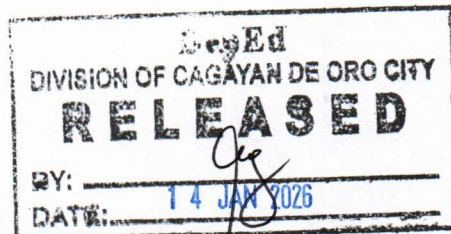




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

12 Jan 2026

MEMORANDUM

No. 41 s.2026

CONDUCT OF THE 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. 12, s. 2025** titled "*Multi-Year Implementing Guidelines on the School Calendar and Activities*," this office announces the commencement of Early Registration for the upcoming school year.
3. Schools shall download and use the templates and editable files via <https://tinyurl.com/EarlyRegSY2026-2027> for early registration campaigns and other related activities. Weekly narrative reports/documentation will be uploaded in the link as well.
4. Attached in Enclosure 1 are the additional instructions for the early registration.
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



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Encl.: As stated

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

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

DM-03-SGOD-PR-RSM / conduct of the early registration for school year 2026-2027
January 12, 2026



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Enclosure 1

1. All concerned are directed to observe the following protocols:

a. Schedule and Coverage

Early registration for incoming **Kindergarten, Grades 1, 7, and 11** shall officially begin on **January 31, 2026**. While this is mandatory for public schools, private schools and SUCs are highly encouraged to follow the same schedule.

b. Intensified Child Mapping Protocols

To accurately identify prospective learners and those at risk of dropping out, the following actions are mandated:

- **House-to-House Validation:** In coordination with Barangay Officials and the Barangay Health Workers (BHWs), teachers/assigned personnel shall conduct physical mapping to identify Out-of-School Children (OSC) and Youth (OSY).
- **Inclusion Focus:** Specific efforts must be made to locate and register:
 - Learners with Disabilities (LSENs).
 - Indigenous Peoples (IP) learners.
 - Displaced populations or those in "pockets of poverty" within the community.
- **Data Consolidation:** All mapped children must be recorded in the school's Child Mapping Database to facilitate follow-up and ensure they are enrolled by the start of the school year.

c. Enrollment Procedures and Forms

- **Modality:** The primary mode shall be **face-to-face transactions**. However, schools may continue to provide alternative means (online forms, drop boxes) to collect registration data.
- **Official Form:** Only the **Basic Education Enrollment Form (DO 32, s. 2024)** in print or electronic format shall be utilized.
- **Age Qualification:** The Kindergarten cut-off age stipulated in **DO 017, s. 2025** must be strictly implemented and enforced.

d. LIS Encoding and Reporting

- **Daily Updates:** School Heads or System Administrators are tasked to perform daily encoding in the **Learner Information System (LIS)** Early Registration facility.
- **Prospective Learners:** To ensure accurate resource planning, schools must also encode prospective enrollees for **Grades 2-6, 8-10, and 12** based on the current school year's enrollment data.



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e. Advocacy and Information Campaigns

School Heads shall lead advocacy efforts within their jurisdictions to reach Out-of-School Children (OSC) and parents of prospective learners. This includes:

- Posting posters/banners in conspicuous public places.
- Utilizing local radio, television, and social media platforms for announcements.



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