



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**

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RECEIVED BY  
January 16, 2018  
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**DIVISION MEMORANDUM**  
No. 09 s. 2018

**Early Registration for Kindergarten – Grade 10 and Senior High School**

To: Chief Education Program Supervisors of CID & SGOD  
Education Program Supervisors  
School Governance and Operations Division  
District Coordinating Principals  
Principals/SHS Assistant Principals/Head Teachers  
Teaching and Non-Teaching Personnel  
Public Elementary and Secondary Schools  
This Division

1. As indicated in Enclosure 1 of DepEd Order No. 25, s. 2017, re: *School Calendar for School Year 2017-2018*, this Office hereby requires all public elementary and secondary schools of this Division to conduct an Early Registration for Kindergarten – G10 and Senior High School form January 29, 2018 to February 23, 2018.
2. A massive advocacy campaign shall be undertaken in the communities in order to find children and youth not currently enrolled and bring them back to school.
3. The following are the objective of the early registration are:
  - a. To ensure that all five-year old children are enrolled in kindergarten;
  - b. To ensure that learners who are in school continue their schooling;
  - c. To map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - d. To located, identify, and enroll out-of-school children and youth who
    - i. In remote/geographical isolated areas,
    - ii. Are in difficult circumstances
    - iii. Belong to disadvantaged groups or who suffer from discrimination
    - iv. Have disabilities or in need of special education
    - v. Have dropped out but would like to go back to school; and
  - e. To understand the barriers to access education and identify local interventions to take them to school and ensure that they do not drop out.
4. See Regional Memorandum No. 15, s. 2018, re: *Early Registration for Kindergarten – Grade 10 and Senior High School* for suggested activities and templates to be used for reporting, namely:
  - a. Template 1: Division Data on Tentative Enrolment of Learners (Elementary Level)

- b. Template 2: Division Data on Tentative Enrolment of Learners (Secondary-Junior High School)
  - c. Template 3: Division Data on Tentative Enrolment of Learners (Secondary-Senior High School)
  - d. Template 4: Division Data on Tentative Enrolment of Learners (Alternative Learning System)
  - e. Template 5: Division Data on Tentative Enrolment of Learners (Special Education)
5. Expenses related to the Early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.
6. Deadline of submission of reports from the schools to Division Office will be on February 26, 2018 to give time for consolidation and submission to the Regional Office on March 5, 2018.
7. Wide dissemination of and strict compliance with this Memorandum is directed.

**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

Reference: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

EARLY REGISTRATION FOR KINDERGARTEN - G10 AND SENIOR HIGH SCHOOL

**Relevant, inclusive and liberating basic education for a stronger nation!**



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION X

Zone 1 Upper Balulang, Cagayan de Oro City  
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09 JAN 2018  
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January 4, 2018

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**REGION MEMORANDUM**

No. 15, s. 2018

**EARLY REGISTRATION FOR KINDERGARTEN - GRADE 10  
AND SENIOR HIGH SCHOOL**

**To: Asst. Regional Director  
Schools Division Superintendents  
Asst. Schools Division Superintendents  
All Others Concerned  
This Region**

1. As indicated in Enclosure 1 of DepEd Order No. 25, s. 2017, re: *School Calendar for School Year 2017-2018*, this Office hereby requires all public elementary and secondary schools of this Region to conduct an Early Registration for Kindergarten - Grade 10 and Senior High School from January 29, 2018 to February 23, 2018.
2. A massive advocacy campaign shall be undertaken in the communities in order to find children and youth not currently enrolled and bring them back to school.
3. The following are the objectives of the early registration:
  - a. to ensure that all five-year old children are enrolled in kindergarten;
  - b. to ensure that learners who are in school continue their schooling;
  - c. to map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - d. to locate, identify, and enroll out-of-school children and youth who
    - i. are in remote/geographical isolated areas,
    - ii. are in difficult circumstances,
    - iii. belong to disadvantaged groups or who suffer from discrimination,
    - iv. have disabilities or in need of special education,
    - v. have dropped out but would like to go back to school; and
  - e. to understand the barriers to access education and identify local interventions to take them to school and ensure that they do not drop out.
4. The following suggested activities are to be undertaken:
  - a. Strengthening the Division/District/School Task Force on the Early Registration Program;



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- b. Family mapping by elementary, secondary teachers and school heads and ALS Implementers, in coordination with local officials and civic organizations;
  - c. Coordinating with private schools and day care centers for the listing of their 4-5 year-old children who are presently enrolled in the day care centers;
  - d. Tapping local Radio Stations announcing or plugging-in the drive for early enrollment;
  - e. Publishing basic information drive in bulletin boards of schools, municipal/barangay halls, and other public places; and
  - f. Announcing Early Registration in assemblies, meetings, and or conferences.
5. Early Registration Monitoring Visibility of DepEd Officials is required.
  6. Expenses related to the Early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.
  7. All Schools Division Offices are directed to provide assistance in planning the activities and in facilitating the submission of the consolidated reports on March 5, 2018. Submission of the report will be sent through email to pprddeped10@gmail.com.
  8. This pre-registration will allow this Office to determine the intervention needed, therefore, it is further advised that basic information on the activity be gathered by filling up the enclosed forms.
  9. Wide dissemination of and strict compliance with this Memorandum is directed.

  
**ALLAN G. FARNAZO**  
Director IV

Enclosure: as stated  
Reference: as stated  
Allotment:  
To be indicated in the perpetual index under the following subjects:  
Early Registration for Kindergarten - Grade 10 and Senior High school  
PPRD/G-G1

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Template 1

DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Elementary Level)

Total Number of Elementary Schools	
Total Number of Schools with Increased Enrolment	

Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Total			

Prepared by:

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Division Planning Officer

Noted:

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Schools Division Superintendent



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Template 2

DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Secondary-Junior High School)

Total Number of Secondary Schools			
Total Number of Schools with Increased Enrolment			
Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Total			

Prepared by:

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Division Planning Officer

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Schools Division Superintendent



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Template 3

DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Secondary-Senior High School)

Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Grade 11			
Grade 12			

Prepared by:

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Division Planning Officer

Noted:

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Schools Division Superintendent



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Template 4

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Alternative Learning System)**

Age Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
9			
10			
11			
12 and above			
Total			

Prepared by:

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Template 5

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Special Education)**

Category of Disability	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
<b>Children/Youth with:</b>			
Visual Impairment			
Hearing Impairment			
Intellectual Disability			
Speech/Language Impairment			
Serious Emotional Disturbance			
Autism			
Orthopaedic Impairment			
Special Health Problems			
Multiple Disabilities			
<b>TOTAL</b>			

Prepared by:

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Division Planning Officer

Noted:

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Schools Division Superintendent