



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



January 21, 2019

Division Memorandum  
No. 037, s. 2019

### EARLY ENROLLMENT POLICY

TO: **All Public and Private Elementary & Secondary School Heads  
All Others Concerned**


1. This Office hereby disseminates Regional Memorandum No. 0033, s. 2019 re: **Early Enrolment Policy**, through DepEd Order No. 03, s. 2018, the Department of Education (DepEd) in its mandate to ensure the delivery of accessible and quality education has established the standards and processes of enrolment in public and private schools.

2. Item V (A) of DepEd Order No. 3, s. 2018 provides the **EARLY REGISTRATION** of incoming Grades 1,7, and 11 learners in public schools which shall be conducted from the **last Saturday of January to the last Friday of each year**. Incoming Grades 2-6, Grade 8-10 and Grade 12 are considered pre-registered.

3. For this reason, the School Governance and Operations Division (SGOD) together with the school heads must collaborate to ensure compliance with the provisions of DepEd Order No. 3, 2018.

4. Kindly refer to the attached Memorandum for complete information.

5. For immediate dissemination and strict compliance.

  
**NERI C. OJASTRO, Ed. D, CESE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



**REGIONAL MEMORANDUM**

NO. 0033 s. 2019

JAN 15 2019

**EARLY ENROLLMENT POLICY**

**TO :** Schools Division/City Superintendents of Region 7  
DepEd Regional Office Chiefs and Personnel  
All/Others Concerned

1. Pursuant to DepEd Order No. 03, s. 2018, the Department of Education (DepED) in its mandate to ensure the delivery of accessible and quality education has establish the standards and processes of enrollment in public and private schools.
2. Item V (A) of DepEd Order No. 3, s. 2018 provides the **EARLY REGISTRATION** of incoming Grades 1,7, and 11 learners in public schools which shall be conducted from the **last Saturday of January to the last Friday of each year**. Incoming Grades 2-6, Grade 8-10 and Grade 12 are considered pre-registered.
3. The Schools Division Superintendents through the School Governance Operation Division (SGOD) are required to conduct monitoring activities, provide technical assistance, and gather issues, best practices, feedback and ensure that School Heads comply with the provisions of DepEd Order No. 3, s. 2018.
4. A progress report shall be submitted to the Office of the Regional Director for proper implementation of the policy. The Policy, Planning, Research and Development Division (PPRD) and Quality Assurance Division (QAD) of the Regional Office will monitor the early enrolment and compliance of the policy.
5. Reference can also be made on the following policies which are adopted to align the enrollment policies :
  - \* DepEd Order No. 22, s. 2012, adoption of Learners Reference Number
  - \* DepED Order No. 4, s. 2014, adoption of Modified School Forms
  - \* DepEd Order No. 47, s. 2016, Omnibus Policy on Kindergarten
  - \* DepEd Order No. 54, s. 2016, Transfer of Records
6. For immediate dissemination and strict compliance.

**SALUSTIANO T. JIMENEZ, CESO VI**  
DIC-ASSISTANT REGIONAL DIRECTOR  
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