



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of City Schools – Tagbilaran City

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DIVISION MEMORANDUM

May 16, 2023

No. 178, s. 2023

**EARLY REGISTRATION FOR THE SCHOOL YEAR 2023-2024**

TO : Chiefs, SGOD and CID  
All Other SGOD and CID Personnel  
Public & Private Elementary and Secondary School Heads  
All Others Concerned

1. Consistent with Regional Memorandum No. 0300 , s.2023 and as stipulated in DepEd Order No. 010, s. 2023, “Amendment to DepEd Order No. 03 s.2018”, announcing the schedule for the conduct of early registration for the school year 2023-2024.
2. In line with this directive, all Schools are strictly required to adopt to the slated scheduled dates for the early registration. The data from public schools shall be encoded on the Learner Information System(LIS) while those from private schools shall be recorded on the template provided by this office which can be scored from this link [https:// bit.ly/Early-Registration-Template](https://bit.ly/Early-Registration-Template).
3. The submission of reports by the Division Planning Officers for both public and private schools registered entrants shall be done daily from Monday to Friday at 3:00 PM. The reports from private schools will be sent through [pprdo7.data@deped.gov.ph](mailto:pprdo7.data@deped.gov.ph).
4. Immediate dissemination and strict compliance of this Memorandum is directed.

**WILFREDA D. BONGALOS PhD, CESOV**  
Schools Division Superintendent



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