



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. **058**, s. 2024

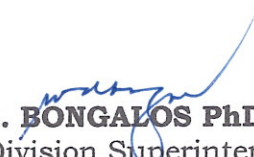
January 26, 2024

EARLY REGISTRATION FOR SCHOOL –YEAR 2024-2025

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to Paragraph V. Enrolment Procedure of DepEd Order (DO) No.03. s, 2018 titled “Basic Enrolment Policy”, the conduct of the Early Registration for incoming Kindergarten, Grades 1,7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.
2. Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise, all public elementary and secondary schools shall be guided accordingly of the following matters.
 - a. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grade 1, 7, and 11 learners, and other data are properly captured.
 - b. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g. Grades 2-6, 8-10, and 12) based on the previous school enrolment to get the overall picture of the expected enrollees for the next enrollment.
 - c. Preferably, the conduct of early registration shall be done through face-to-face transactions with the schools, However, the schools may continue to implement other options or means of collecting early registration forms.

- d. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020,s 2018 (Amendment to DepEd Order No.47,s. 2016).
 - e. School division superintendent and school heads shall facilitate the conduct of advocacy campaign within their respective jurisdiction to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2024-2025, by posting relevant materials in conspicuous places, and making announcement in local television and radio broadcasting stations.
3. Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.
4. For more information please contact the Planning Service-Education Management Information System Division , 2nd Floor , Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.emisd@deped.gov.ph
5. Immediate dissemination and compliance with this Memorandum is enjoined.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent 