



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

Office of the Schools Division  
Superintendent

February 26, 2024

DIVISION MEMORANDUM  
No. 118, s. 2024

**EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public and Private Elementary and Secondary School Principals  
All Others Concerned

1. This is with reference to the unnumbered memorandum dated 22 January 2024, herein attached, from the Office of the Undersecretary for Administration, **Usec. Nolasco A. Mempin**, on early registration activities for the school year 2024-2025.
2. It is emphasized in the aforementioned memorandum the strict compliance in the implementation of DO 20. s. 2018 (Amendment to DO 47, s. 2016). As such, all public schools are refrained from imposing localized guidelines and requirements relatively inconsistent to said directive particularly on age requirement for Grade 7 entrants.
3. Immediate and wide dissemination of this memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

  
**AQUILINO T. MILAR JR. JD, PhD**  
Administrative Officer V 



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

2-267  
DEPED TAGBILARAN CITY DIVISION  
SDS OFFICE  
DOWNLOADED

BY [Signature] DATE 2/23/2024

Office of the Regional Director

20 FEB 2024

**REGIONAL MEMORANDUM**

No. **135** s. 2024

**EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This is with reference to the unnumbered memorandum dated 22 January 2024, herein attached, from the Office of the Undersecretary for Administration, **Usec. Nolasco A. Mempin**, on early registration activities for the school year 2024-2025.
2. It is emphasized in the aforementioned memorandum the strict compliance in the implementation of DO 20, s. 2018 (Amendment to DO 47, s. 2016). As such, all public schools are refrained from imposing localized guidelines and requirements relatively inconsistent to said directive particularly on age requirement for Grade 7 entrants.
3. Immediate and wide dissemination of this Memorandum is desired.

[Signature]  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/FYA/PPRD/BDT



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

[region7.deped.gov.ph](http://region7.deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

Office of the Director

**MEMORANDUM**

**FOR:** MINISTER, BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY  
SCHOOL HEADS  
**ALL OTHERS CONCERNED**

**FROM:** **NOLASCO A. MEMPIN**  
Undersecretary for Administration

**NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge  
Planning Service

**SUBJECT:** **EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025**

**DATE:** 22 January 2024

Pursuant to Paragraph V, Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment 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.

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:

1. 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, Grades 1, 7, and 11 learners, and other data, are properly captured.

2. 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 enrollment to get the overall picture of the expected enrollees for the next enrollment.
3. Preferably, the conduct of the 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.
4. 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).
5. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions 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 announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

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](mailto:ps.emisd@deped.gov.ph).