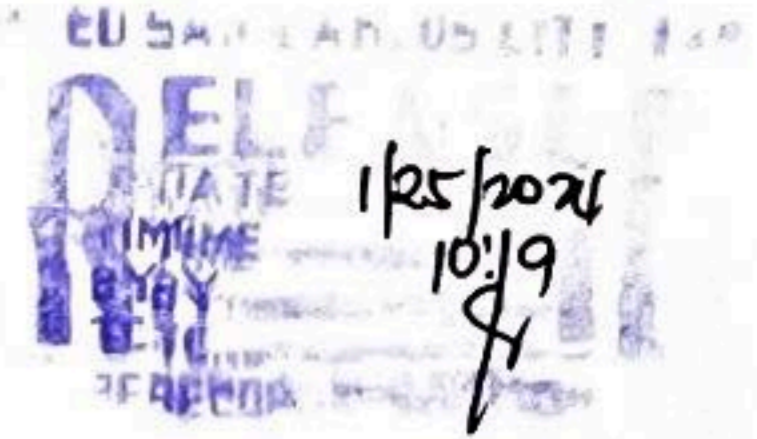




Republic of the Philippines
Department of Education
Region I
Schools Division Office
San Carlos City, Pangasinan



DIVISION MEMORANDUM
DM-2024- 034

APPROVED
FOR TRANSMISSION

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Public and Private School Heads
All Other concerned

for DENNIS DONALD L. OQUIA
ADMINISTRATIVE OFFICER V
DATE: 1.25.2024

FROM: SHEILA MARIE A. PRIMICIAS, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

DATE: January 24, 2024

PARTICULARS

1. Please be advised that Early Registration for School Year 2024-2025 shall start on January 27 to February 23, 2024, in accordance with the Memorandum titled Early Registration for School Year 2024-2025, dated January 22, 2024, and the provisions of DepEd Order No. 3, s. 2018 titled "Basic Education Enrollment Policy."
2. For further clarifications or queries, please contact the SGOD – Planning and Research Unit c/o Division Planning Officer through their email address planning.sccp@deped.gov.ph.
3. For immediate dissemination and appropriate action.



Address: Roxas Blvd., San Carlos City, Pangasinan
Tel. No./Fax No.: (075) 632-3293
Email Address: sancharlos.city1@deped.gov.ph





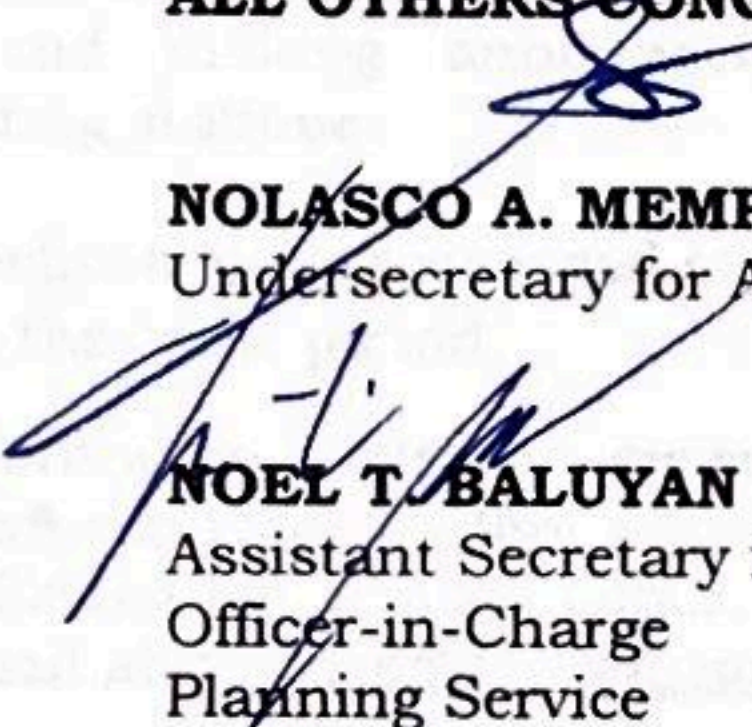
Republic of the Philippines
Department of Education
PLANNING SERVICE

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.

For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

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For Learners in Senior High School

Semester 1st 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

Modular (Print)

Online

Radio-Based Instruction

Blended

Modular (Digital)

Educational Television

Homeschooling

I hereby certify that the above information given are true and correct o the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date