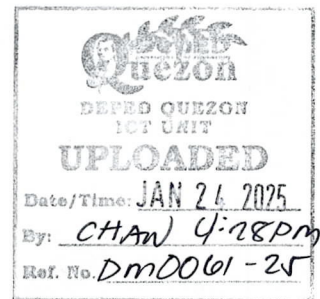




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 January 2025

DIVISION MEMORANDUM
DM No. 0061, s. 2025

EARLY REGISTRATION FOR SY 2025-2026

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Private and Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order No. 03, 2018 (Basic Education Enrollment Policy) and DepEd Order No. 09, 2024 (Implementing Guidelines on the Calendar of Activities for the School Year 2024-2025), schools are advised to conduct **Early Registration for SY 2025-2026 of incoming Kindergarten, Grades 1, 7, and 11** from **January 25 to February 15, 2025** using the electronic copy of the Basic Education Enrollment Form (Revised as of March 27, 2023).
2. School Heads or LIS Coordinators shall encode the early registration data in the reporting system in the Learner Information System regularly until the system closes for early registration. Please refer to the attached Memorandum for further instructions.
3. Please be guided by the following DepEd Orders in the conduct of early registration activities:
 - a. DepEd Order No. 20, s. 2018 (Amendment to DepEd Order No. 47, s. 2016)
 - b. DepEd Order No. 3, 2018 (Basic Education Enrollment Policy)
 - c. DepEd Order No. 10, s. 2023 (Amendment to DO 3, s. 2018)

DEPEDQUEZON-TM-SDS-04-009-003





Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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4. Public Schools District Supervisors, Education Program Supervisors, and other Division monitoring officials shall monitor the conduct of the said activities.
5. Expenses relative to the conduct of Early Registration activities shall be charged against School MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance to this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Parmjdf01/23/2025

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Republic of the Philippines
Department of Education

MEMORANDUM

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

FROM : **RONALD U. MENDOZA, PhD**
Undersecretary for Strategic Management *urmd*

MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

DATE : 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025 and ends on 15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here:
https://bit.ly/SY2025_2026EarlyRegForm.



3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
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 shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service – Education Management Information System Division (PPS-EMISD)** through email at ps.emisd@deped.gov.ph, or you may visit them on 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.





BASIC EDUCATION EARLY REGISTRATION FORM

THIS FORM IS NOT FOR SALE

Instructions: Print legibly all information required in CAPITAL letters and check all appropriate boxes. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

1. School Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 2. Grade Level to Enroll: _____	Learner Reference No. (LRN), if applicable: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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3.Learner's Personal Information

Learner's Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Birthdate (mm/dd/yyyy): ___/___/___ **Age:** ___ **Sex:** ___ Male ___ Female **Religion:** _____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? ___ No ___ If yes, please specify: _____

Is the learner a person with disability (PWD)? ___ No ___ If yes, please specify: _____

Current Address: _____
House No. Sitio/Street Barangay Municipality/City Province

Father's Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Mother's Maiden Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Legal Guardian's Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Contact Number: _____

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details for the early registration data collection. 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



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