



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

March 24, 2021

DIVISION MEMORANDUM
DM No. 164, s. 2021

SPECIFIC INSTRUCTIONS ON THE CONDUCT OF EARLY REGISTRATION AND RELATED PROCESSES

**To: OIC - Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Private and Public Secondary School Heads
All Others Concerned**

1. In line with DepEd Memorandum No. 8, s. 2021 and Division Memo 152, s. 2021, all schools are advised to follow the instructions regarding the conduct of early registration activities including the use of Modified Basic Education Enrollment Form, processes for the conduct of early registration and reporting system in the Learner Information System as stated in the hereto attached Memorandum dated March 19, 2021.
2. Early registration presentation, video and templates can be downloaded thru <https://tinyurl.com/EarlyRegistrationQuezon>. These downloaded materials shall be used for early registration orientation for SY 2020-2021.
3. Immediate dissemination of and strict compliance to this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer – In – Charge
Office of the Schools Division Superintendent



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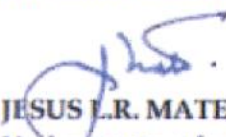
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-PHROD-2021-0192

TO : Minister, Basic, Higher and Technical Education, BARMM
All Regional Directors
All Schools Division Superintendents
Regional Planning Officers
Division Planning Officers
All Others Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary for Planning, Human Resource and
Organizational Development

SUBJECT : SPECIFIC INSTRUCTIONS ON THE CONDUCT OF EARLY
REGISTRATION AND RELATED PROCESSES

DATE : 19 March 2021

The Department of Education Memorandum No. 8, s. 2021 entitled **Deferment of the Conduct of Early Registration** provides the dates for the conduct of the pre-registration of all incoming Kindergarten, Grades 1, 7, and 11, which will be from 26 March to 30 April 2021, including general instructions to be observed in areas under the General Community Quarantine (GCQ) and Modified General Community Quarantine (MGCQ).

However, to address various concerns received from the field offices regarding the conduct of the Early Registration in the new normal. All concerned personnel shall be guided accordingly of the following information and specific instructions:

1. **Form for the Early Registration.**

Schools are instructed to use the **Modified Basic Education Enrollment Form** (see *Annex I*) which shall be disseminated by the Planning Service- Education Management Information System Division to all regions and divisions. The Basic Education Enrollment Form in DepEd Order No. 3, s. 2018 was modified to collect necessary data such as the preferred modality of the learner for School Year 2021-2022. The **use of the Basic Education Enrollment Form is mandatory for public schools**, however, this is optional for private schools.

2. Processes for the Conduct of Early Registration.

According to DepEd Memorandum No. 8, s. 2021, "the conduct of early registration shall be done remotely in areas under the General Community Quarantine (GCQ). In-person registration through parents or guardians may be allowed in areas under Modified General Community Quarantine (MGCQ) provided physical distancing and health and safety protocols are strictly observed."

Schools are also reminded of the strict implementation of the Cut-off Age in Kindergarten as stipulated in DepEd Order No. 20, s. 2018 which specifically provides that for schools commencing their school year (SY) in August, Kindergarten learners should be five (5) years old by August 1 and the extension period shall be until October 31. This provision is applicable for this School Year considering that the official opening of classes for School Year 2021-2020 is within August 2021.

a. Remote Early Registration

For the conduct of remote early registration, schools may utilize available online platforms (i.e. e-mail, google forms, Facebook, Viber, and the likes), SMS, and phone calls. Schools are also directed to provide their respective official school contact details to the general public to answer queries and concerns related to early registration. Drop-box for early registration may be also implemented by the school.

b. In-person Early Registration

This mode of early registration shall be only done in areas in MGCQ provided that public health and safety protocols shall be observed which includes the availability of alcohols, temperature checks, and basic contact tracing forms within the school premises. All persons having transactions in schools shall also observe physical distancing and shall be required to wear their facemasks and face shields to avoid the transmission of the COVID-19 virus.

Only parents/guardians shall be allowed to transact within the school premises for purposes of Early Registration.

School Heads shall assign teachers that will staff the Early Registration Desk within the school as well as teachers that will manage remote/online early registration.

As a matter of due diligence, the SDS is authorized to implement full remote early registration even in MGCQ area depending on the recent risk assessment level in the area.

c. Early Registration Form in the Barangay and Public Spaces

To address concerns on limited access to internet and other platforms, Early Registration Forms and advocacy/campaign materials shall also be made available in Barangay Halls and other conspicuous places within the community. In these identified places an early registration drop-box shall be

made available where parents/guardians can collect and submit/return the forms.

School Heads shall be in close coordination with the barangay officials for the establishment of the Early Registration drop-box.

d. Early Registration Hotlines

Regional and Division Offices shall establish Early Registration Hotlines or Helpdesks to provide technical assistance to schools on policy and process related concerns/clarifications. Schools are also encouraged to assign teachers that will serve as focal persons to their Early Registration Hotline to address inquiries from the public.

e. Information Dissemination and Advocacy Campaign Activities

To strengthen public participation in Early Registration, Regional and Schools Divisions Offices are directed to conduct information dissemination and advocacy campaign drives through posting of tarpaulins or banners, posting of information in online platforms, as well as local television and radio announcements.

3. Reporting Process of Early Registration Data in the Learner Information System (LIS)

A facility will be deployed for the reporting and encoding of Early Registration data in the LIS. Once available, the School through the School Head or LIS/BEIS School Coordinator using the school head or school administrator account shall be responsible in the encoding of the data in the system, including those consolidated data collected from the barangay and conspicuous spaces where early registration drop-boxes were made available.

Only data for incoming Kindergarten, Grades 1, 7, and 11 will be encoded or reported in the system, incoming Grades 2-6, Grades 8-10, and Grade 12 are considered pre-registered.

For further clarifications, contact PS-EMISD at ps.emisd@deped.gov.ph.

For immediate dissemination and appropriate action.