



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

	
DEPED - QUEZON ICT UNIT	
UPLOADED	
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By:	CKICKI
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22 March 2022

DIVISION MEMORANDUM

DM No. 245, s. 2022

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Private and Public School Heads
LIS Coordinators
All Others Concerned

1. In line with DepEd Memorandum No. 17, s. 2022 Re: Conduct of Early Registration for School Year 2022-2023, all schools are advised to conduct early registration activities from March 25 to April 30, 2022. Please see attached Memorandum.
2. The conduct of early registration and other related activities shall be in accordance with Inter-Agency Task Force protocol.
3. Schools are advised to refer to DepEd Order No. 20, s. 2018 for strict implementation of Kindergarten cut off age and DepEd Order No. 3, s. 2018 on documentary requirements and other enrollment issues and concerns.
4. Early registration enrollment shall be encoded and submitted through the Learner Information System – Early Registration tab.
5. Public Schools District Supervisors as Schools Division representative are advised to monitor the said activity.

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Republic of the Philippines
Department of Education

21 MAR 2022

DepEd MEMORANDUM
No. **017**, s. 2022

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
School Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the incoming class opening, the Department of Education (DepEd) announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted **from March 25 to April 30, 2022**, nationwide.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the **Basic Education Enrollment Policy**, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming school year. Grades 2-6, 8-10, and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or school administrator account. Schools shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners and other data such as preferred learning modality are obtained properly.
4. 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.
5. In the context of the prevailing COVID-19 public health emergency, the conduct of the early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, **Amendment to DepEd Order No. 47, s. 2016**.