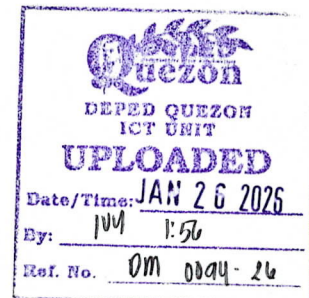




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 January 2026

DIVISION MEMORANDUM

DM No. 0094, s. 2026

EARLY REGISTRATION FOR SY 2026-2027

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. 12, 2025 (Multi-Year Implementing Guidelines on the Calendar of Activities for the School Year 2025-2026), schools are advised to conduct **Early Registration for SY 2026-2027 of incoming Kindergarten, Grades 1, 7, and 11** from **January 31 to February 27, 2026** 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.
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); and

DEPEDQUEZON-TM-SDS-04-009-003



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- d. DepEd Order No. 15 s. 2025 (Amendment to DepEd Order No. 47. 2016 as Amended by DepEd Order No. 20, s. 2018), which provides policies on Kindergarten enrollment procedures.
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 and strict compliance with this Memorandum are earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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