



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 059, s. 2025

28 JAN 2025

EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
All Others Concerned

1. As stipulated under DepEd Order No. 10, s. 2023 titled Amendment to DepEd Order No. 3, s. 2018 otherwise known as the Basic Education Enrollment Policy, early registration for the school year 2023-2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from January 25, 2025 to February 15, 2025.

2. Also, school heads shall facilitate the conduct of advocacy campaigns 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 2025-2026, by posting relevant materials in conspicuous places, especially in their respective social media pages, and making announcements in local televisions and radio broadcasting stations.

3. Public elementary and secondary schools shall use the printed or electronic copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grade 1, 7, and 11 learners are properly captured. A copy of the said form can be downloaded at https://bit.ly/SY2025_2026EarlyRegForm.

4. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference: Unnumbered Memorandum
To be included in the Perpetual Index
Under the following subject:

ENROLMENT

DRO/ 25001 Early Registration SY 25-26



DepEd Batac City



batac.city@deped.gov.ph



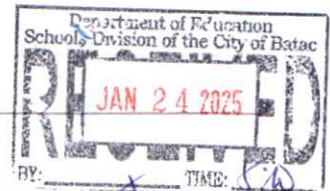
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SDCB RECORDS UNIT
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Republic of the Philippines
Department of Education



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 


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 electronic  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.

