



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION

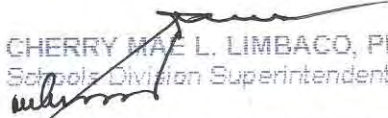
REGION X

Division of Misamis Oriental

CAGAYAN DE ORO CITY



Memorandum to: Secondary School Principals/School Heads  
Elementary School Principals/School Heads  
Public Schools District Supervisors

From:  CHERRY MAE L. LIMBACO, Ph. D., CESO V  
Schools Division Superintendent

Re: CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2014-2015

Date: January 13, 2014

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1. As per DepED Order No. 10, s. 2013, you are hereby informed that **January 25, 2014** is declared as the "Early Registration Day for SY 2014-2015" to achieve the Millenium Development Goals (MDG) and the Objectives of Education for All (EFA).
2. A massive advocacy campaign shall be undertaken in schools and district offices in order to reach out all children of school age including Out-of-School Children, Out-of-School Youth, children and youth with difficulties, regular pupils and students and the 5-year old children for Kindergarten, to be in school come June 2014.
3. The following activities are to be undertaken along with those indicated in the DepEd Order:
  - a) **January 13-25, 2014** – Child or Youth Find Activities/Family Mapping by elementary and secondary school heads, teachers, ALS teachers, Mobile teachers, ALS District Coordinators, school nurse, barangay health workers, PTA and LGU
    - Hanging of Tarpaulin carrying attractive slogans
    - Coordinating with private preschools and day care centers for the listing of their 4-5 years old children who are presently enrolled in the day care center/school
    - Tapping local radio station announcing or plugging-in the drive for early enrollment
    - Publishing basic information drive in school bulletin boards, municipal halls, barangay halls, and other public places like church, bus terminals, stores, markets and others
    - Conduct assemblies inviting NGOs and other civic and religious organizations
  - b) **January 22-24, 2014** - Recorda or Bandilyo around the locality with the use of megaphone informing the public regarding January 25, 2014 as **EARLY REGISTRATION DAY**
  - c) **January 25, 2014** - Launching/Kick-off activities through a parade or caravan participated by School Governing Council, PTA, LGU, pupils/students, teachers, School Head
    - Early Registration Day in All Public Schools**
  - d) **January 27, 2014** - Submission of Registration Data to the District
  - e) **January 29, 2014** - Submission of Registration Data to the Division
4. For your guidance and strict compliance.

**January 25, 2014**  
**Early Registration Day**  
**KICK-OFF ACTIVITIES**

**Part-I: 6:00-7:00AM Parade/ Caravan**

**Part- II: 7:30-8:30AM**  
**OPENING PROGRAM**

Pambansang Awit

Doxology

Opening Remarks  
 & Statement of  
 Purpose                      PSDS/ School Head

Message

- \* Mayor/ Barangay Captain
- \*Cherry Mae L. Limbaco, Ph.D.,CESO V  
 Schools Division Superintendent

Master of Ceremonies

**Part III:Early Registration Proper**

8:30-12:00nn  
 1:00-5:00pm

**LIST OF ACTIVITIES**

• **January 13-25, 2014**

\*Child or Youth Find Activities/  
**Family Mapping** by elementary and  
 Secondary school heads teachers,  
 ALS teachers, Mobile teachers,  
 ALS District Coordinators, school nurse,  
 barangay health workers, PTA and LGU

\***Hanging of Tarpaulin** carrying  
 attractive slogans

\***Coordinating with private preschools**  
 and day care centers for the listing  
 of their 4-5 years old children who  
 are presently enrolled in the day  
 care center/school

\***Tapping local radio station**  
 announcing or plugging-in the  
 drive for early enrollment

\***Publishing basic information drive**  
 in school bulletin boards, municipal halls,  
 barangay halls, and other public places  
 like church, bus terminals, stores,  
 markets and others

\* **Conduct assemblies** inviting NGOs  
 and other civic and religious  
 organizations

**LIST OF ACTIVITIES**

• **January 22-24, 2014**

**Recorda or Bandilyo** around the  
 locality with the use of megaphone  
 informing the public regarding  
 January 25, 2014 as  
 EARLY REGISTRATION DAY

• **January 25, 2014**

Launching/Kick-off activities  
 through a parade or caravan  
 participated by School Governing  
 Council, PTA, LGU, pupils/students,  
 teachers, School Head  
**Early Registration Day**  
**in All Public Schools**

• **January 27, 2014**

Submission of Registration  
 Data to the District

• **January 29, 2014**

Submission of Registration  
 Data to the Division  
 Form 1- Early Registration Form  
 Form 2A-School Plan to Address Needs  
 ( Elementary)  
 Form 2B- School Plan to Address Needs  
 ( Secondary)  
 Form 3- division Report on School Needs

## DIVISION TASK FORCE

Chair:

**CHERRY MAE L. LIMBACO, Ph.D., CESO IV**  
Schools Division Superintendent

**Co-chair:**

**JEAN G. VELOSO**  
Assistant Schools Division Superintendent

**Focal Persons:**

VIRGINIA A. BUANA  
RHODORA L. GALLARES  
RUDY MAGDUGO

**Members**

**(All Education Program Supervisors)**

LYNNETH R. ABROGUEÑA  
MARIA TERESA M. ABSIN  
ERLINDA G. DAEL  
MARY GRACE V. GALLANA  
DEMOSTHENES A. JARALES  
FERMINIA M. LABIS  
MEYLINDA M. PACEÑO  
JOHNNY D. REDONDO  
NORBERTO E. ROSALES

## DISTRICT TASK FORCE

Chair:

Public School District  
Supervisor (PSDS)

Co-chair:

Municipal Mayor

Members:

All Municipal Kagawad  
All School Heads  
District ALS Coordinator  
Mobile Teacher  
Nurse/s

## SCHOOL TASK FORCE

Chair:

School Head

Co-chair:

Barangay Captain

Members:

All Barangay Kagawad  
All Teachers  
School Governing Council  
Officers  
Supreme Student Government  
Supreme Pupil Government



Republic of the Philippines  
Department of Education  
Region X



**DIVISION OF MISAMIS ORIENTAL**

Velez St., Cagayan de Oro City  
website: www.misor.net

Contact numbers: (08822)724615, (088)8564454  
Fax: (088)8564524

## DIVISION EARLY REGISTRATION

**for School Year 2014-2015**

**January 25, 2014**



**“Edukasyon katungod ko, sa Enero 25  
Magpalista Ako.”**

(This serves as an invitation)