



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City  
www.depedmisor.net



(08822)724615,(088)8564454/ Fax (088)8564524

January 5, 2017

DIVISION MEMORANDUM

No. 008 s., 2017

To : Education Program Supervisors  
SEPS/EPS II  
Division Office Section Heads  
PS District Supervisors/PS District In-Charge  
Coordinating Principals  
Elementary and Secondary School Heads  
Teachers

From :   
**CHERRY MAE L. LIMBACO, PhD., CESO V**  
Schools Division Superintendent

Subject: **CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2017-2018**

1. As per DepEd Order No. 18, s. 2014 and DepEd Order No. 23, s. 2016 School Calendar for School Year 2016-2017, you are hereby informed that January 28 - February 24, 2017, is the "Early Registration for Kindergarten to Grade 10 for SY 2017-2018" to achieve 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/children with difficulties, regular pupils, students and children for Kindergarten to be in school come June 2017.
  - 2a. Children who will turn **five years old by June 2017** shall be accepted in Kindergarten for SY 2017-2018
  - 2b. Kindergarten completers will be accepted in Grade 1. The pupils should be at **least six years old by October 2017**; and children who have completed the Kindergarten Catch-up Program and deemed ready for Grade 1 based on the School Readiness Assessment Tool shall also be registered.
3. The following activities are to be undertaken along with those indicated in the DepEd Order.
  - a. January 16-27, 2017- Child/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 for Early Registration, carrying attractive slogans.

Coordinating with private pre-schools and day-care centers for the listing of their 4-6 years old children who are presently enrolled in the day-care centers/schools.

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

Publishing/posting 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 NGO's and other civic and religious organizations.

- b. January 21-27, 2017- Recorida/Bandilyo around the locality with the use of megaphone informing the public regarding **January 28, 2017 as the first day of Early Registration until February 24, 2017.**
- c. January 28, 2017 – Launching/Kick-off activities through a parade or caravan participated by School Governing Council, PTA, LGU, pupils/students, teachers, alumni and school heads. **FIRST DAY FOR EARLY REGISTRATION IN ALL PUBLIC SCHOOLS**
- d. February 1, 2017 – Initial submission of early registrants in Soft Copy Data to the Division at **<http://210.213.201.147/earlyreg/>**. **Updating of list shall be done thereafter.** (Sample official forms to be used in accomplishing the reports are provided in Enclosure No. 2 as form 1 and enclosure No. 3 as Form 2A-Elementary & Form 2B-Secondary).

4. For your guidance and compliance.

CLL/vtt



P. Madrid  
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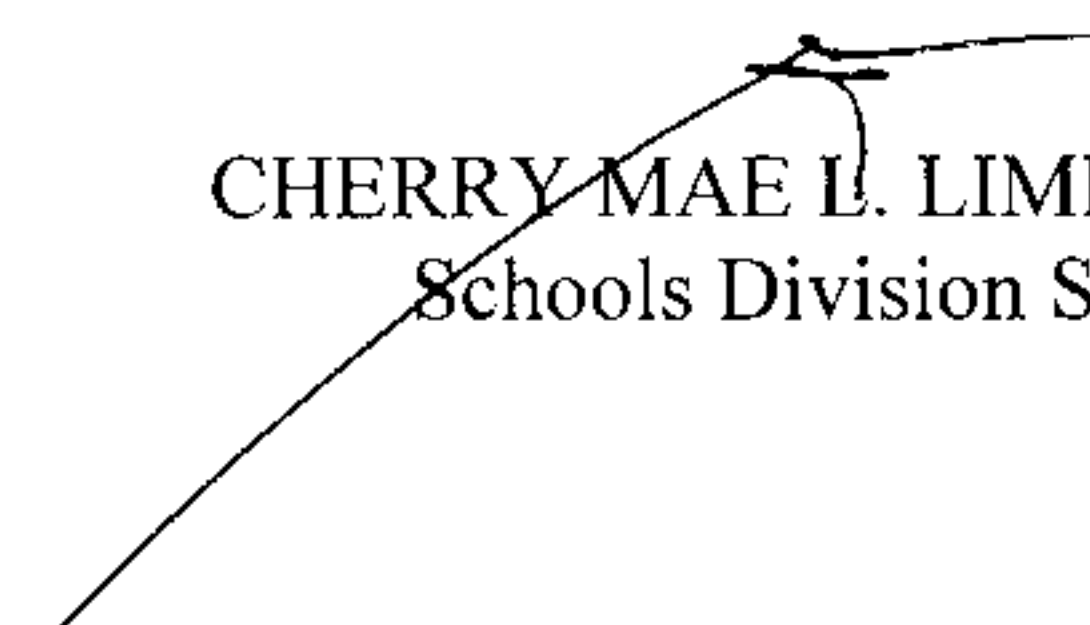
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January 5, 2016

MONITORING TEAM FOR THE CONDUCT OF EARLY REGISTRATION  
FOR SCHOOL YEAR 2017-2018

	ASSIGNED DISTRICTS
1. Mr. Rudy O. Magdugo	Manticao
2. Dr. Erlinda Dael	Medina
3. Dr. Rhodora L. Gallares	Villanueva
4. Dr. Nelson Absin	Lagonglong
5. Mr. Adrian F. Tecson	Balingasag North/South
6. Mr. Johnny Redondo	Initao
7. Mr. Norberto Rosales	Claveria
8. Mr. Celieto Magsayo	Libertad/Gitagum
9. Dr. Lindo M. Cayadong	Sugbongcogon/Binuangan
10. Mr. Gerry P. Madrid	Laguindingan
11. Dr. Ferminia Labis	Opol
12. Dr. Terry Absin	Kinoguitan
13. Ms. Vevian T. Tuason	Tagoloan
14. Dr. Marife D. Balaba	MOGCHS
15. Ms. Cherryl Ubalde	Salay
16. Mr. Danny Asio	Naawan
17. Mrs. Merly Mabelin	Magsaysay
18. Ms. Catherine Anne B. Orasan	Lugait
19. Ms. Mary Grace Gallana	Jasaan
20. Dr. Irish Karylle D. Monte	Talisayan
21. Dr. Sally Aguilar	Alubijid

Approved:

  
CHERRY MAE L. LIMBACO, PhD., CESO V  
Schools Division Superintendent



### SCHOOL PLAN TO ADDRESS NEEDS

Name of Secondary School: \_\_\_\_\_  
 Division: \_\_\_\_\_ Region:  X   
 Date Accomplished: \_\_\_\_\_

*Please indicate additional inputs needed.*

Year Level	Tentative Enrolment		A. Additional Inputs Needed (In case there's shortage) (Please indicate number only)			
	Male	Female	Classrooms	Teachers	Textbooks	Seats
1 Grade 7						
2 Grade 8						
3 Grade 9						
4 Grade 10						
<b>TOTAL</b>						

Learners under the ADM/ALS	Tentative Enrolment	B. Inputs Needs (In case there's shortage)	
		Teacher-Facilitator	Modules
Age 12			
Age 13			
Age 14			
Age 15 and above			
<b>TOTAL</b>			

Categories of Disability	Tentative Enrolment	C. Additional Inputs Needed (Please indicate number)			
		Classrooms	Teachers	Textbooks	Seats
<i>Children with:</i>					
Visual Impairment					
Hearing Impairment					
Intellectual Disability					
Learning Disability					
Speech/Language Impairment					
Serious Emotional Disturbance					
Autism					
Orthopedic Impairment					
Special Health Problem					
Multiple Disabilities					
<b>TOTAL</b>					

D. Proposed Differentiated Program Intervention	E. Assistance Needed
1 Formal Delivery System:	
2 ADMs/ALS:	
3 Special Education in Inclusive Setting	

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of School Head

\_\_\_\_\_  
Designation

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Note: Pls encode online the accomplished Form 2B at <http://210.213.201.147/earlyreg/>

### SCHOOL PLAN TO ADDRESS NEEDS

Name of Elementary School: \_\_\_\_\_ District: \_\_\_\_\_  
 Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Date Accomplished: \_\_\_\_\_

*Please indicate additional inputs needed.*

Grade Level	Tentative Enrolment		A. Additional Inputs Needed (in case there's shortage) (Please indicate number only)			
	Male	Female	Classrooms	Teachers	Textbooks	Seats
1 Kindergarten						
2 Grade 1						
3 Grade 2						
4 Grade 3						
5 Grade 4						
6 Grade 5						
7 Grade 6						
<b>TOTAL</b>						

Learners under the ADM/ALS	Tentative Enrolment	B. Inputs Needs	
		Teacher-Facilitator	Modules
Age 9			
Age 10			
Age 11			
Age 12 and above			
<b>TOTAL</b>			

Categories of Disability	Tentative Enrolment	C. Additional Inputs Needed (in case there's shortage) (Please indicate number)			
		Classrooms	Teachers	Textbooks	Seats
<i>Children with:</i>					
Visual Impairment					
Hearing Impairment					
Intellectual Disability					
Learning Disability					
Speech/Language Impairment					
Serious Emotional Disturbance					
Autism					
Orthopedic Impairment					
Special Health Problem					
Multiple Disabilities					
<b>TOTAL</b>					

D. Proposed Differentiated Program Intervention	E. Assistance Needed
1 Formal Delivery System:	
2 ADMs/ALS:	
3 Special Education in Inclusive Setting	

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of School Head

\_\_\_\_\_  
Designation

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Note: PIs encode online the accomplished Form 2A at <http://210.213.201.147/earlyreg/>

January 28, 2017  
**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 and

Statement of Purpose . School Head

Talk . .

Mayor/Barangay Chairman/  
GPTA President

Message . . .

Cherry Mae L. Limbaco, Ph.D., CESO V  
Schools Division Superintendent

<Master of Ceremonies>

**Part III. Early Registration Proper**

8:30 am – 12:00 nn . . MORNING ACTIVITY

1:00 pm – 5:00 pm . . AFTERNOON ACTIVITY

**LIST OF ACTIVITIES**

➤ **January 21-27, 2017**

- ❖ **CHILD OR YOUTH FIND ACTIVITIES/ Family Mapping** by Elementary and Secondary School Head 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

➤ **Recorda or Bandilyo** around the locality with the use of megaphone informing the public regarding January 30, 2015 as **EARLY REGISTRATION DAY**.

➤ **January 28, 2017**. 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**

➤ **February 1, 2017**

- ❖ Initial submission of early registrants in e-copy to the Division Office thru: <http://210.213.201.147/earlyreg/>
- ❖ Updating of list shall be done thereafter
- ❖ Submission of Registration Data to the Division Forms – For Kindergarten (Enclosure D.O. 4, s.2012)  
 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

**Chairman:** Cherry Mae L. Limbaco, Ph.D., CESO IV  
Schools Division Superintendent

**Co-Chairman:** Jean G. Veloso  
Assistant Schools Division Superintendent

**Focal Persons:** Rudy O. Magdugo, SGOD Chief  
Erlinda G. Dael, Ph.D., CID Chief  
Rhodora L. Gallares, Ph.D., ES-I  
Vevian T. Tuason, Ph.D., SEPS-SMN

**Members:** All Education Program Supervisors  
Senior Education Program Specialists  
Education Program Specialists II

## DISTRICT TASK FORCE

**Chairman:** Public Schools District Supervisor (PSDS)

**Co-Chairman:** Municipal Mayor

**Members:** All Municipal Councilors  
School Heads (Elementary & Secondary)  
District ALS Coordinator  
Mobile Teachers  
Nurse

## SCHOOL TASK FORCE

**Chairman:** School Head

**Co-Chairman:** Barangay Chairman

**Members:** All Barangay Officials  
Teachers (Elementary, Junior & Senior HS)  
School Governing Council (SGC)  
GPTA/HRPTA/Alumni Officers  
Supreme Student Government (SSG)  
Supreme Pupil Government (SPG)



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Velez St., Cagayan de Oro City

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**DIVISION EARLY REGISTRATION**  
for School Year 2017-2018  
January 28, 2017

(This serves as an invitation)