



Republic of the Philippines
Department of Education

DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 029, s. 2019

TO : Public Elementary and Secondary Schools
Schools Governance and Operations Division (SGOD)
Curriculum Implementation Division (CID)
Office of the Schools Division Superintendent
This Division

FROM : 
RANDOLPH B. TORTOLA
Schools Division Superintendent

SUBJECT : **CONDUCT OF EARLY REGISTRATION FOR
KINDERGARTEN, GRADE 1, GRADE 7 AND
GRADE 11 LEARNERS**

DATE : January 14, 2019

- 1) DepEd Order No. 3, s. 2018 re: Basic Education Enrollment Policy for SY 2018-2019 and the subsequent school years, institutionalizes an efficient enrollment process in all public and private schools, and state/local universities and colleges offering basic education. In line with this, this Office requires all public elementary and secondary schools of this division to conduct **Early Registration for incoming Kindergarten, Grades 1, Grade 7 and Grade 11 learners, from January 26 to February 22, 2019.**
- 2) Incoming Grades 2-6, Grade 8-10 and Grade 12 are considered pre-registered.
- 3) Early registration is conducted to achieve the following:
 - a. Ensure all new entrants for Kindergarten, Grades 1, 7, and 11 learners are registered; and
 - b. Locate, identify and register Out of School Children and Out of School Youth in the community who may be characterized as:
 - Living with disability/ies
 - Living in an off-grid community
 - Living in a barangay without school
 - Living in geographically isolated area
 - Displaced due to natural disaster
 - Living in armed conflict area
 - Living in an area with high level of criminality/drug abuse
 - Having chronic illness
 - Having nutritional problem/s
 - Victim of child abuse, economic exploitation
 - Stateless/Undocumented

- In conflict with the law
- Living on the streets
- No longer in school but interested in going back to school

- 4) Hence, all schools shall conduct an **Information Dissemination and Advocacy Campaign** to raise public awareness of early registration such as follows:
- a. conduct house-to-house campaigns
 - b. post materials such as tarpaulins, banners, brochures
 - c. post on social media (Facebook, Instagram, etc.)
 - d. secure radio/television broadcast and advertisement

Schools are encouraged to involve parents, local barangay officials, civic organizations, people's organizations, and other stakeholders.

- 5) Elementary and secondary public school officials shall designate **Early Registration Desks or Registration Centers** in the school premises and individuals who will handle registration for the entire registration period.
- 6) Learners with no existing profile in the LIS shall fill out the **Basic Education Enrollment Form** (Annex 2) for pre-registration purpose and attach their Birth Certificate from the Philippine Statistics Authority (PSA) formerly National Statistics Office or the local civil registrar, or barangay certification to the person in charge of the early registration.
- 7) Furthermore, all concerned shall take note of the following reminders as per Regional Memorandum 13, s. 2019, to wit:

- Regional supervisors, Policy, Planning and Research Division (PPRD) staff, and schools division office personnel shall monitor the early registration in the schools (see attached enclosure);
- All schools shall post early registration activities on the fb account <http://facebook.com/EarlyRegistrationSY20192020>. Instructions on posting will be stated in Attachment 1;
- All schools division offices and schools shall prepare tarpaulins (with dimensions 4ftW x 6ftL) on early registration. The editable template shall be accessed thru the link bit.ly/earlyreg2019tarp;

- 8) Submit early registration data in the **Learners Information System (LIS)** using the School Head Account. For updating of school head account, please contact **Edwin L. Gamorot - Planning Officer III** through mobile nos. 09174386075.
- 9) Expenses related to early registration shall be charged against local and other sources of funds as appropriate and authorized, subject to accounting and auditing rules and regulations.
- 10) Immediate and wide dissemination of this Memorandum is hereby enjoined.

Enclosure to Division Memorandum No. _____, s.2019

DIVISION MONITORING ON EARLY REGISTRATION 2019

No.	District	Monitoring In-Charge
1	Tagoloan	Rhodora L. Gallares
2	Villanueva	Vevian T. Tuason
3	Claveria I and II	Gerry P. Madrid
4	Jasaan	Nelson B. Absin
5	Balingasag North and South	Mary Grace V. Gallana
6	Lagonglong	Rudy O. Magdugo
7	Salay	Cheryl U. Ubalde
8	Sugbongcogon & Binuangan	Andrian F. Tecson
9	Kinoguitan & Balingoan	Christine H. Cabiassa
10	Talisayan	Erlinda G. Dael
11	Medina	Eman A. Lachica
12	Magsaysay I and II	Merly B. Mabilin
13	Opol	Rowena H. Para-on
14	Alubijid	Cirilo K. Rubiato II
15	Laguindingan	Kim Eric Lubguban
16	Libertad / Gitagum	Ferminia Labis
17	Initao	Celieta B. Magsayo
18	Naawan	Catherine Anne B. Orasan
19	Manticao	Norberto Rosales
20	Lugait	Jhonny B. Redondo
21	MOGCHS	Edwin L. Gamorot



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: - No LRN With LRN Returning (Balik-Aral)

INSTRUCTIONS: Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

STUDENT INFORMATION

PSA Birth Certificate No. _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable) _____

DATE OF BIRTH / / SEX MALE FEMALE AGE _____

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue _____

ADDRESS

House Number and Street _____

Barangay _____

City/Municipality/Province/Country _____

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) _____

Mother's Maiden Name (Last Name, First Name, Middle Name) _____

Guardian's Name (Last Name, First Name, Middle Name) _____

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian _____

Date _____

For use of DepEd Personnel Only. To be filled up by the Class Adviser.

DATE OF FIRST ATTENDANCE / /

Grade Level _____ Track (for SHS) _____



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION X

Regional Office 10-Northern Mindanao, Zone I, Upper Balulang, Cagayan de Oro City
Telephone Nos.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51
Website: <http://www.deped.gov.ph/regions/region-x> Email Address: region10@deped.gov.ph



January 9, 2019

DepED-X
Cagayan de Oro City

REGIONAL MEMORANDUM

No. 13, s. 2019

10 JAN 2019
190
RELEASED
RELEASE

K TO 12 EARLY REGISTRATION

To: **Assistant Regional Director**
Schools Division Superintendents
Assistant Schools Division Superintendents
Curriculum Implementation Division Chiefs
School Governance Operations Division Chiefs
All Others Concerned
This Region

1. Pursuant to Deped Order No. 03, s. 2018 (Basic Enrollment Policy), this office requires all public elementary and secondary schools of this region to conduct early registration for kindergarten to Grade 12 from January 26 to February 22, 2019.
2. To ensure implementation of the early registration, all shall take note of the following reminders:
 - Regional supervisors, Policy, Planning and Research Division (PPRD) staff, and schools division office personnel shall monitor the early registration in the schools;
 - All schools shall post the early registration activities on the fb account <http://facebook.com/EarlyRegistrationSY20192020>. Instructions on posting will be stated in Attachment 1;
 - All schools division offices and schools shall prepare tarpaulins (with dimensions 4ftW x 6ft L) on early registration. The editable template shall be accessed thru the link <http://deped.in/earlyReg20192020>; and submit early registration data in the Learners Information System (LIS).
3. Expenses related to early registration shall be charged against local and other sources of funds as appropriate and authorized, subject to accounting and auditing rules and regulations.



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DEPARTMENT OF EDUCATION
REGION X

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4. For any inquiries and further clarifications, please contact Constantine Mozart N. Quiblat at 088-8573932.
5. Immediate and wide dissemination of this Memorandum is desired.

br. *noyoc*
DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Encl.: As stated

Reference: Deped Order Number 3 s, 2018

To be indicated in the Perpetual Index

under the following subjects:

ENROLLMENT EARLY REGISTRATION

PPRD/



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DEPARTMENT OF EDUCATION
REGION X

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ATTACHMENT 1

INSTRUCTIONS IN POSTING ON THE FACEBOOK PAGE

STEP 1: Add the Facebook Account

<http://facebook.com/EarlyRegistrationSY20192020>

STEP 2: Click "Photos/Videos" and upload

STEP 3: Add Description following the format below

STEP 4: Click "Post"



Photos

Create Post **Photo/Video**

2: Open "Photo/Video" and Upload Photos

Division Name
 School ID - School Name

3: Add Description using this format

Photo/Video Tag Friends Feeling/Activ... **4: Post**

Post

Pinayon: Filipino Biaya Español
 Português (Brasil)

Pinayon: Filipino Biaya Español
 Português (Brasil)
 Facebook © 2019

Deped Region X Pprd updated his cover photo
 52 mins

