




MEMORANDUM

No. 030 , series 2018

TO : Education Public Supervisors  
Public Schools District Supervisors  
Secondary and Elementary School Heads/SIC/HT  
Secondary and Elementary Teachers  
ALS Specialists/Coordinators/ Implementers  
This Division

FROM :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

SUBJECT : **EARLY REGISTRATION FOR SCHOOL YEAR 2018-2019**

DATE : January 12, 2018

1. As per DepEd Order No. 25, s. 2017, re School Calendar for School Year 2017-2018, this Office hereby requires all public elementary and secondary schools of this Division to conduct an Early Registration for Kindergarten-Grade 10 and Senior High School from January 29, 2018 to February 23, 2018.
2. A massive advocacy campaign shall be undertaken in the communities in order to find children and youth not currently enrolled and bring them back to school.
3. The following are the objectives of the early registration:
  - a. to ensure that all five - year old children are enrolled in kindergarten;
  - b. to ensure that learners who are in school continue their schooling;
  - c. to map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - d. to locate, identify, an enroll out-of-school children and youth who
    - i. are in remote/geographical isolated areas,
    - ii. are in difficult circumstances,
    - iii. belong to disadvantaged groups or who suffer from discrimination
    - iv. have disabilities or in need of special education,
    - v. have dropped out but would like to go back to school; and



- e. to understand the barriers to access education and identify local interventions to take them to school and ensure that they do not drop out.
4. The following suggested activities are to be undertaken:
- a. Strengthening the District/School Task Force on the Early Registration Program;
  - b. Family mapping by elementary, secondary teachers and school heads and ALS implementers, in coordination with local officials and civic organizations;
  - c. Coordinating with private schools and day care centers for the listing of their 4-5 year-old children who are presently enrolled in the day care centers;
  - d. Tapping local Radio Stations announcing or plugging -in the drive for early enrollment;
  - e. Publishing basic information drive in bulletin boards of schools, municipal/barangay halls, and other public places; and
  - f. Announcing Early Registration in assemblies, meetings, and or conferences.
5. Early Registration Monitoring Visibility of School Officials is required.
6. Expenses related to the Early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.
7. All Schools are directed to facilitate the submission of the school report .  
(Please see attached templates)
8. Wide dissemination of and strict compliance with this Memorandum is directed.

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION X



Zone 1 Upper Babilang, Cogayan de Oro City  
Telephone No.: (088) 880-7072, 880-7073; Telefax: (08822) 72-20-51; website: depedreg10.net

Template 1

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Elementary Level)**

Total Number of Elementary Schools	
Total Number of Schools with Increased Enrolment	

Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Total			

Prepared by:

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Division Planning Officer

Noted:

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Schools Division Superintendent



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Template 2

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Secondary-Junior High School)**

<b>Total Number of Secondary Schools</b>			
<b>Total Number of Schools with Increased Enrolment</b>			
<b>Level</b>	<b>Enrolment (2017-2018)</b>	<b>Tentative Enrolment (2018-2019)</b>	<b>Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)</b>
Grade 7			
Grade 8			
Grade 9			
Grade 10			
<b>Total</b>			

Prepared by:

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Noted:

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Template 3

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Secondary-Senior High School)**

Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Grade 11			
Grade 12			

Prepared by:

Division Planning Officer

Noted:

Schools Division Superintendent



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Template 4

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Alternative Learning System)**

Age Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
9			
10			
11			
12 and above			
<b>Total</b>			

Prepared by:

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**Division Planning Officer**

Noted:

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**Schools Division Superintendent**



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Template 5

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS  
(Special Education)**

Category of Disability	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
<b>Children/Youth with:</b>			
Visual Impairment			
Hearing Impairment			
Intellectual Disability			
Speech/Language Impairment			
Serious Emotional Disturbance			
Autism			
Orthopaedic Impairment			
Special Health Problems			
Multiple Disabilities			
<b>TOTAL</b>			

Prepared by:

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Division Planning Officer

Noted:

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Schools Division Superintendent