

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City

Dep

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

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January 5, 2016

**DIVISION MEMORANDUM**

No. 10 S.2016

To: Education Program Supervisors  
SEPS/EPS 11  
Division Office Section Heads  
PS District Supervisors/ PS District In-charge  
Coordinating Principals  
Elementary and Secondary School Heads  
Teachers

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

Subject: **CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2016-2017**

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1. As per DepED Order No.18, s. 2014 and DepED Order No. 9 s., 2015 School Calendar for School Year 2015-2016, you are hereby informed that **January 30, 2016** is declared as the **“Early Registration Day for SY 2016-2017”** to achieve the Millennium 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/ children with difficulties, regular pupils and students and the 6-year old children for Kindergarten to be in school come June 2016.
3. The following activities are to be undertaken along with those indicated in the DepED Order.
  - a.) **January 18-30, 2016-** 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 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 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 25-29, 2015**- Recorida / Bandilyo around the locality with the use of megaphone informing the public regarding January 30, 2015 as EARLY REGISTRATION DAY.

c.) **January 30, 2015** – Launching / Kick-off activities through a parade or caravan participated by School Governing Council, PTA, LGU, pupils/ students, teachers, alumni, school heads

#### **EARLY REGISTRATION DAY IN ALL PUBLIC SCHOOLS**

d.) **February 1, 2015** -Submission of Registration Data to the District

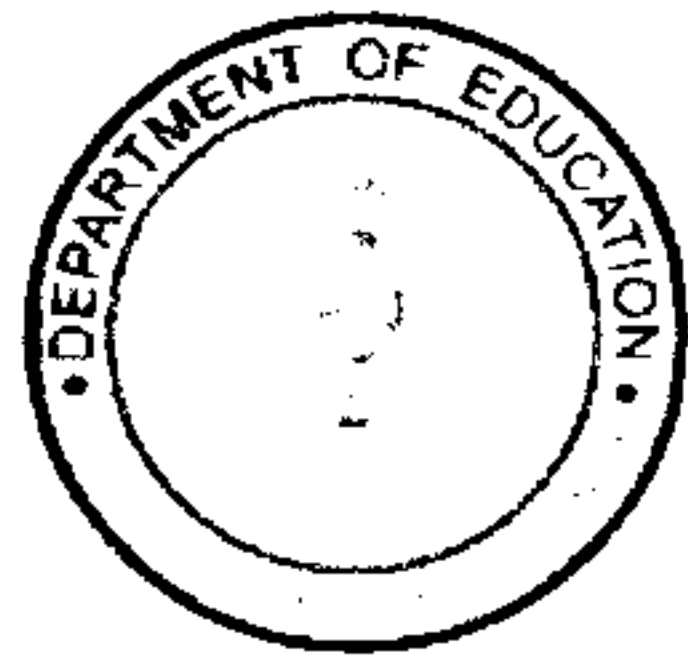
e.) **February 3, 2015** – Submission of Registration Soft Copy Data to the Division at

**<http://210.213.201.147/earlyreg/>**

The sample official forms to be used in accomplishing the reports are provided in Enclosure No. 2 ( Form 1) and Enclosure No. 3 ( Form 2A- Elementary & Form 2B- Secondary).

4. For your guidance and strict compliance.

CLL/vtt



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City

January 11, 2016

**MONITORING TEAM FOR THE CONDUCT OF EARLY REGISTRATION  
FOR SCHOOL YEAR 2016-2017**

**ASSIGNED DISTRICTS**

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

**Prepared by:**

  
**Vevian T. Tuason**  
**SEPS – Resource Mobilization and Networking**

**Approved by:**

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

DEPARTMENT OF EDUCATION
EARLY REGISTRATION FORM

School ID: \_\_\_\_\_
School Name: \_\_\_\_\_

Region: \_\_\_\_\_
Division: \_\_\_\_\_
School District: \_\_\_\_\_

K2/Grade/Year Level

Table with columns: No., NAME, SEX (M/F), AGE, BIRTHDATE (mm/dd/year), Address (Barangay, Municipality/City), Category of C/Y WITH DISABILITY\*\*\* (for Children/Youth with Disabilities only), Remarks for Grade 1\* Registrants & ALS\*\*

M \_\_\_\_\_
F \_\_\_\_\_
Total \_\_\_\_\_

Remarks:

- 1. \*For Grade 1 Registrants - ATTENDED/NOT ATTENDED Kindergarten Class
2. \*\*For ALS: Information whether the child/youth prefers to learn through:
ADM - alternative delivery mode (MIMOSA, e-IMPACT, DORP)
ALS - alternative learning system

Category C/Y with Disability\*\*\*

- VI - Visual Impairment
HI - Hearing Impairment
ID - Intellectual Disability
LD - Learning Disability
S/L I - Speech/Language Impairment
SED - Serious Emotional Disturbance
A - Autism
OI - Orthopedic Impairment
SHP - Special Health Problem
MD - Multiple Disabilities

Prepared by: \_\_\_\_\_

Certified True & Correct: \_\_\_\_\_

Principal/HT/SIC's

### 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: \_\_\_\_\_

### 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: \_\_\_\_\_

**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 SCHOOL 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**

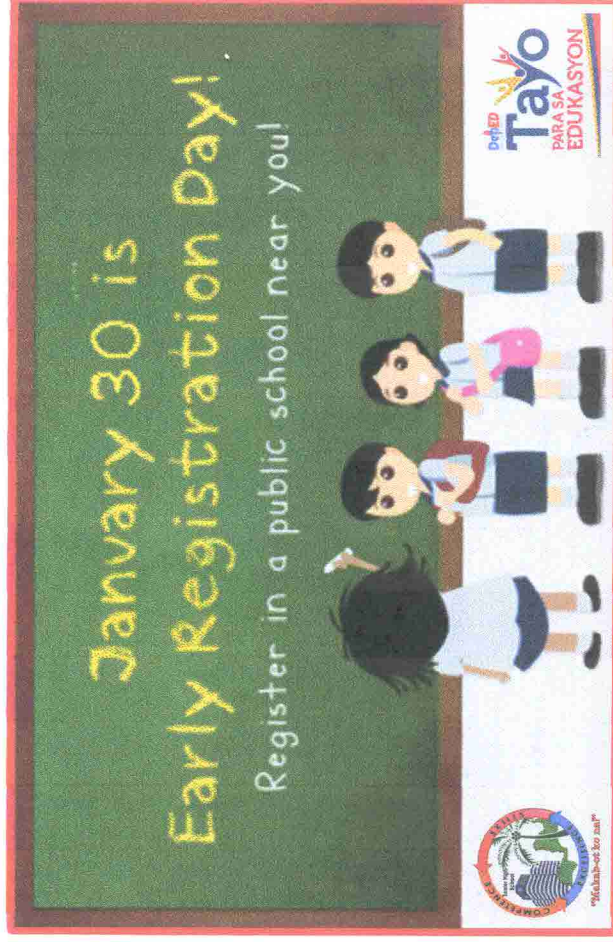
**Members:** **ALL BARANGAY KAGAWAD**  
**TEACHERS (Elementary & Secondary)**  
**SCHOOL GOVERNING COUNCIL**  
**GPTA/HRPTA/ALUMNI OFFICERS**  
**SUPREME STUDENT GOVERNMENT**  
**SUPREME PUPIL GOVERNMENT**



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**DIVISION OF MISAMIS ORIENTAL**

Velez St., Cagayan de Oro City  
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**DIVISION EARLY REGISTRATION**  
for School Year 2016-2017  
January 30, 2016

*“Edukasyon Katungod ko, sa Enero 30, Magpalista Ako.”*

(This serves as an invitation)

**January 30, 2015**  
**Early Registration Day**  
**KICK-OFF ACTIVITIES**

**LIST OF 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 . . . . . PSDS/School Head

Message . . . . . Mayor/Barangay Chairman/GPTA President

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

➤ **January 18-30, 2015**

- ❖ **CHILD OR YOUTH FIND ACTIVITIES** Family Mapping by Elementary and Secondary School Head Teachers, ALS Teachers, Mobile Teachers, ALS District Coordinators, School 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 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 and other public places like church, bus terminals, stores, markets and others
- ❖ **Conduct assemblies** inviting NGOs and other civic and religious organizations

➤ **January 25-29, 2015. Recorda or Bandilyo** around the locality with the use of megaphone informing the public regarding January 30, 2015 as **EARLY REGISTRATION DAY.**

➤ **January 30, 2015.** 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, 2015**

- ❖ Submission of Registration Data to the District

➤ **February 3, 2015**

- ❖ Submission of Registration Data to the Division Office  
 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