



April 28, 2016

DIVISION MEMORANDUM

No. 165, s. 2016

**CONDUCT OF SENIOR HIGH SCHOOL (SHS) EARLY REGISTRATION 2
AND MONITORING**

To : Education Program Supervisors
Public Schools District Supervisors/District In-charge
Senior Education Program Specialists & Education Program Specialists
Elementary and Secondary School Heads
All Teachers
This Division

1. In line with the Regional Memorandum Number 96, s. 2016 dated April 21, 2016 re: Senior High School (SHS) Early Registration 2 and Regional Memo No. 101 re: Senior High School (SHS) Early Registration Monitoring System, this Office directs secondary schools of this Division to conduct early registration from May 2, 2016 until June 13, 2016 and send weekly update to the Planning Office through Mr. Edwin L. Gamorot (misamis.oriental@deped.gov.ph) the number of SHS registrants, sections organized (by track, strand and specialization).
2. A massive campaign shall be undertaken in order to find youth in the communities not currently enrolled and bring them back to school.
3. The objective of this activity is to ensure that all Grade 10 completers are enrolled in Senior High School and to locate, identify and enroll out-of-school youth who dropped out in the Formal School System but would likely go back to school.
4. The following suggested activities are to be undertaken:
 - a. Strengthening the Division / School K to 12 task Force on the Early Registration Program
 - b. Family mapping of secondary teachers and school heads and ALS Implementers in coordination with local officials and civic organizations
 - c. Tapping local Radio Stations announcing or plugging-in the drive for early enrollment
 - d. Publishing basic information drive in bulletin boards of schools, Municipal/ Barangay Halls and other public places
5. Early Registration Monitoring Visibility and posting of the List of SHS Registrants by track, strand and specialization are required.
6. The principals/ school heads/ teacher-in-charge of Secondary Schools offering Senior High School with the assistance of the School ICT Coordinator shall log in through <http://deped.in/shsearlyregistration>.
7. The school head shall be responsible for ensuring prompt, complete, and accurate filling-up of the SHS early registration data.
8. The Division Planning Section shall undertake online collection, processing and validation of the accomplished forms and collection of printed and signed forms to ensure the accuracy, consistency, and completeness of the data submitted by the schools.
9. Immediate dissemination and strict compliance of this Memorandum is directed.


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Schools Division Superintendent

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