



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City  
[www.depedmisor.net](http://www.depedmisor.net)



(08822) 72-4615, (088) 856-4454 Fax (088) 856-4524

March 28, 2016

**DIVISION MEMORANDUM**

No. 118, s. 2016

**EXTENSION OF THE CONDUCT OF EARLY REGISTRATION FOR  
SENIOR HIGH SCHOOL FOR SCHOOL YEAR 2016-2017**

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. To ensure that all Grade 10 completers and all other qualified students are enrolled in Senior High School for SY 2016-2017, this Office announces the Extension of the Conduct of Early Registration on April 4-8, 2016 pursuant to DepEd Order No. 5, S. 2016 and Division Memorandum No. 10, s. 2016.
2. All Secondary School Heads are advised to facilitate the Senior High School registration of their Grade 10 completers in SY 2015-2016 as well as those who graduated 4<sup>th</sup> year high school in the previous years.
3. The 48 designate School Heads for the 48 Senior High Schools in this Division are advised to submit the summary of SHS enrollees to the planning officer, Mr. Edwin Gamorot on April 12, 2016 through [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph). The School Heads are also advised to bring their printed copy of the summary during the April 15, 2016 meeting at Philtown Hotel, Cagayan de Oro City.
4. Enclosed are the forms for early registration, summary of the enrollees and the list of Division Monitors assigned, as well as a copy of DepEd Order No. 5, s. 2016 and the Division Memorandum 10, s. 2016.
5. Immediate dissemination of this Memorandum is highly enjoined.

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

CLL/rlg



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**SUMMARY OF THE SENIOR HIGH SCHOOL ENROLLEES**  
(as of April 12, 2016)

**PART-1**

Name of School: \_\_\_\_\_  
Address : \_\_\_\_\_  
School Principal/ School Head: \_\_\_\_\_  
Grand Total of SHS Enrolled : \_\_\_\_\_

Total Number of SHS enrolled in the following :

- I. Academic Track** \_\_\_\_\_  
ABM \_\_\_\_\_  
STEM \_\_\_\_\_  
HUMSS \_\_\_\_\_  
GAS \_\_\_\_\_
- II. TVL Track** \_\_\_\_\_  
HE \_\_\_\_\_  
IA \_\_\_\_\_  
ICT \_\_\_\_\_  
AFA \_\_\_\_\_
- III. Sports Track** \_\_\_\_\_  
**IV. Arts & Design** \_\_\_\_\_

Prepared by: \_\_\_\_\_  
Name of SHS Focal Person

Noted: \_\_\_\_\_  
School Principal/ Sch. Head





**SENIOR HIGH SCHOOL MONITORS ON THE FOLLOWING:**

1. **Building /classroom preparation**
2. **Early registration on April 4-8, 2016 & sectioning**
3. **Class schedule/ class program**

No.	Municipality	School	Supervisor
1.	Magsaysay	Kibungsod NHS	Mabelin, Merly
2.	Magsaysay	Consuelo NHS	
3.	Medina	Medina NCHS	
4.	Medina	Portulin NHS	
5.	Talisayan	Talisayan NHS	Dael, Erlinda
6.	Talisayan	<b>Sta. Ines NHS(Sta Ines ES)</b>	
7.	Kinoguitan	<b>Esperanza NHS(Esperanza ES)</b>	
8.	Kinoguitan	KINAS	
9.	Kinoguitan	<b>Kinogitan SHS-Stand Alone ( Kinoguitan CS campus)</b>	
10.	Balingoan	<b>Mantangale NHS(Mantangale ES)</b>	Gallana, Mary Grace
11.	Sugbongcogon	Sugbongcogon NHS	
12.	Binuangan	Binuangan NHS	
13.	Salay	Salay NHS	
14.	Salay	Looc NHS	Labis, Ferminia M.
15.	Lagonglong	<b>Dampil NHS (Lagonglong CS)</b>	
16.	Lagonglong	Lumbo NHS	
17.	Balingasag	MONHS (Mambayaan ES)	
18.	Balingasag	Baliwagan NHS	Magdugo, Rudy O.
19.	Balingasag	Rosario NHS	
20.	Balingasag	San Isidro NHS	
21.	Balingasag	San Juan NHS	
22.	Jasaan	Danao NHS	Absin, Nelson B.
23.	Jasaan	Jasaan NHS	
24.	Jasaan	Hinaplanan NHS	
25.	Claveria	DG Sabal MNHS	Rosales, Norberto
26.	Claveria	Mat-I NHS	
27.	Claveria	Aposkahoy NHS	
28.	Claveria	Malagana NHS	
29.	Villanueva	Kalingagan NHS	Gallares, Rhodora
30.	Villanueva	Tambobong-Balacanas NHS	
31.	Villanueva	<b>Villanueva NHS (San Martin ES)</b>	
32.	Tagoloan	Sta. Ana NHS	
33.	Tagoloan	<b>Tagoloan NHS(Tagoloan CS)</b>	Aguilar, Sally S.
34.	Opol	Bagoceboc NHS	
35.	Opol	Opol NSTS	
36.	Alubijid	Alubijid NCHS	Absin, Ma. Teresa M.
37.	Alubijid	Lourdes NHS	
38.	Laguindingan	Laguindingan NHS	
39.	Gitagum	Matangad NHS	Redondo, Johnny
40.	Libertad	Libertad NHS	
41.	Initao	Initao NCHS	
42.	Initao	Kalacapan NHS	Magsayo, Celieto
43.	Naawan	<b>Naawan NHS – Stand Alone (Maputi ES Campus)</b>	
44.	Naawan	Mat-i Naawan NHS	
45.	Manticao	Cabalantian NHS	
46.	Manticao	Manticao NHS	
47.	Lugait	<b>Lugait NHS(Old TESDA space)</b>	

Department of Education  
Region X  
DIVISION OF MISAMIS ORIENTAL  
**Senior High School Registration Form**  
Semester \_\_\_\_\_ SY \_\_\_\_\_

**TO THE STUDENT AND PARENT/GUARDIAN:** Print legibly all information required. Place check (✓) marks in appropriate boxes.

1. **NAME OF STUDENT:** Print or type your full name in the following sequence: LAST, FIRST, MIDDLE.  
Place one letter in each box. Leave one box blank between names.

LAST																				
FIRST																				
MIDDLE																				

2. **SEX** Male  Female

3. **DATE OF BIRTH** (Month, Day, Year)

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3. **PLACE OF BIRTH** (City/Town or Province)

5. **NATIONALITY**

6. **ELEMENTARY SCHOOL** (where you completed Elementary Level education / Grade 6)

Elementary School Name (Do not abbreviate)	Month/Year of Completion
Address (City/Town or Province)	Region

Are you a passer of Philippine Educational Placement Test (PEPT) for Elementary Level? No  Yes  Month/Year of Completion

Are you a passer of Accreditation and Equivalency (A&E) Test for Elementary Level? No  Yes  Month/Year of Completion

Name of Community Learning Center (Do not abbreviate)	Address (City/Town or Province)
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7. **JUNIOR HIGH SCHOOL (JHS)** (where you completed/are completing JHS / Grade 10)

JHS Name (Do not abbreviate)	Month/Year of Completion
Address (City/Town or Province)	Region

Are you a passer of Philippine Educational Placement Test (PEPT) for JHS Level? No  Yes  Month/Year of Completion

Are you a passer of Accreditation and Equivalency (A&E) Test for JHS Level? No  Yes  Month/Year of Completion

Name of Community Learning Center (Do not abbreviate)	Address (City/Town or Province)
---	---------------------------------

8. **TRACK/STRAND/ SPECIALIZATION CHOICE**

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Academic Track | <input type="checkbox"/> TVL Track                                 | <input type="checkbox"/> Sports Track | <input type="checkbox"/> Arts & Design |
| <input type="checkbox"/> ABM            | <input type="checkbox"/> Agri Fishery Arts , Specialization: _____ |                                       |  |
| <input type="checkbox"/> STEM           | <input type="checkbox"/> Home Econ , Specialization: _____         |                                       |  |
| <input type="checkbox"/> GAS            | <input type="checkbox"/> ICT, Specialization: _____                |                                       |  |
| <input type="checkbox"/> HUMMS          | <input type="checkbox"/> Industrial Arts(IA) Specialization: _____ |                                       |  |

9. **PERMANENT HOME ADDRESS**

Home Number and Street		
Subdivision/Barangay		
Town/City		Postal/Zip Code

10. **CONTACT INFORMATION & EMAIL ADDRESS:**

Telephone Number <input style="width: 150px; height: 20px;" type="text"/>	Cellphone Number <input style="width: 150px; height: 20px;" type="text"/>
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Student's Name & Signature:	Parent's /Guardian's Name & Signature:
Date:	Date:



Republic of the Philippines  
**Department of Education**

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26 JAN 2016

DepEd ORDER  
No. 5 s. 2016

**DECLARING JANUARY 30, 2016 AS COMMENCEMENT OF EARLY  
REGISTRATION FOR SCHOOL YEAR (SY) 2016-2017**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. With the theme *Makapag-aral ay Karapatan Mo, Magpalista*, the Department of Education (DepEd) **declares January 30, 2016 as the Commencement of Early Registration for the School Year (SY) 2016-2017** in all public elementary and secondary schools to achieve universal participation and completion of the cycle.

2. With the support of local officials, civic organizations, people's organizations (POs), and the community, a massive advocacy campaign to find children and youth not currently enrolled and bring them back to school shall be undertaken from **January 30 to February 29, 2016**. The Activities in Support of Early Registration and the Registration Process is contained in Enclosure No. 1.

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 locate, identify, and enrol out-of-school children and youth who:
  - i. are in remote/geographically 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; and
  - v. have dropped out but would like to go back to school.
- c. To understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.

4. The issuance of this Order aims to strengthen the effort of the Department in providing learner-centered education, and to clarify the provision on Paragraph 1.b of DepEd Order No. 16, s. 2015 as indicated in Enclosure No. 2.

5. Schools are urged to come up with various activities such as house-to-house campaigns or meetings with local and barangay officials, civic organizations and POs to help and locate children who should be in school. Regional offices and schools divisions offices (SDOs) shall support school campaigns.

6. Expenses related to Early Registration shall be charged to local funds, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.

7. For more information, all concerned may contact the **DeTxt Action Center** at telephone no. (02) 636-1663 and (02) 638-8641 or through email at [action@deped.gov.ph](mailto:action@deped.gov.ph).

8. Immediate dissemination of and strict compliance with this Order is directed.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

References:

DepEd Order Nos. 1 and 16, s. 2015

To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION or ENROLMENT  
CAMPAIGN  
LEARNERS  
ORGANIZATIONS  
SCHOOLS

**ACTIVITIES IN SUPPORT OF EARLY REGISTRATION  
AND THE REGISTRATION PROCESS**

**Advocacy Campaign**

1. The Regional Offices (ROs) and Schools Division Offices (SDOs) through their respective information officers and/or Public Affairs Units shall organize their Communications Teams, which shall support this campaign.
2. Schools are enjoined to work with parents, local *barangay* officials, *Barangay* Council for the Protection of Children (BCPC), civic organizations, people's organizations (POs) and other stakeholders.

**Child or Youth Find Activities**

1. SDOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the LGUs and BCPCs.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrollees. These schools should coordinate with the Division IPEd Focal Person for support on the curriculum contextualization/culture-based intervention of education for Indigenous Peoples learners. Likewise, street visits shall be conducted by SDOs.
3. High school principals and staff shall work with the chairpersons of the *barangay* and may also tap the Student Government Organization officials and Boy Scout/Girl Scout leaders to locate elementary graduates who either have not enrolled in high school or dropped out of school so that appropriate program interventions could be planned.
4. Elementary or high school principals shall visit families with children who require special education to assess their educational needs to be able to plan for providing these children's educational support and intervention.

**Early Registration**

1. Age Qualification for Kindergarten  
Kindergarten children should be at least 5 years old by June 1, 2016.
2. Qualification for Grade 1  
Kindergarten completers will be accepted in Grade 1.
3. Documentary Requirement:
  - a. The *birth certificate* of the child shall be the documentary basis for early registration.
  - b. If not available during the *Early Registration* period, the document can be submitted within the school year.



- c. The same document is required for other children and youth who have never been to school.
4. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration on January 30, 2016 and during school days from February 1-29, 2016.
5. Each SDO shall identify areas without schools but may have enrollees, and the SDS shall designate the *District Supervisor* to work with the concerned *Barangay Chairperson* so that *early registration can be done in the barangay*. Likewise, *registration of street children* who were identified during the street visits shall be conducted by the SDOs. The SDO should coordinate with the DSWD for this activity.
6. Registration of Children and Youth with Special Needs

a. The Division Supervisor who is in-charge of Special Education (SPED), shall facilitate the overall planning and implementation of the registration process. He/She shall plan with SPED Centers and trained SPED teachers, together, with health personnel, on their specific roles in the registration process:

- Conduct an orientation on the screening and identification of children and youth with disabilities in regular schools without SPED programs;
- Network with organizations/associations of people with disabilities (PWDs) or those working for PWDs, including government agencies, which can provide assistance to regular schools;
- Prepare a deployment schedule of SPED teachers, health personnel, and the NGO, PWD volunteers during the *Early Registration*; and
- Communicate possible interventions to the families/parents/guardians of children with special needs during the early registration. This will help to convince them to enrol their children in special education.

b. SPED Centers, trained SPED teachers assigned to regular schools, and all health personnel will assist in locating children and youth with disabilities, from five to 18 years old, who have not been to school.

#### 6. Registration of OSCs and OSYs

Learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the *Alternative Learning System (ALS)* shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.

7. Elementary and high school officials, SDOs and ROs shall ensure that children or youth registered during this period come to school on June 2016.

## **CLARIFICATION ON THE ENLISTMENT OF CHILDREN BELOW FIVE (5) YEARS OLD BY JUNE 1**

This is to clarify the provision in the paragraph 1.b of DepEd Order No. 16 s. 2015 which states that only children who are 5 years old by June 1 may be admitted to Kindergarten starting June 2016 and onwards. The age appropriateness of the curriculum will be lost if children who are younger than five years old are admitted to the Kindergarten program.

The Kindergarten curriculum is intended to help children who are at least 5 years old to acquire the values, attitudes and competencies that are known to enable successful and beneficial participation in school learning experiences. It is designed on the bases of the prevailing understanding about developmentally appropriate expectations<sup>1</sup> and on how children who are at least five years old learn and develop<sup>2</sup>. As such, the assumptions are drawn from the understanding of children and childhood according to all areas of growth, namely psychomotor, socio-emotional, language, cognitive and spiritual<sup>3</sup>.

If children who will turn 5 within the month of June are recommended for admission, then the school head should secure written permission from the Schools Division Superintendent (SDS) to admit these children into Kindergarten.

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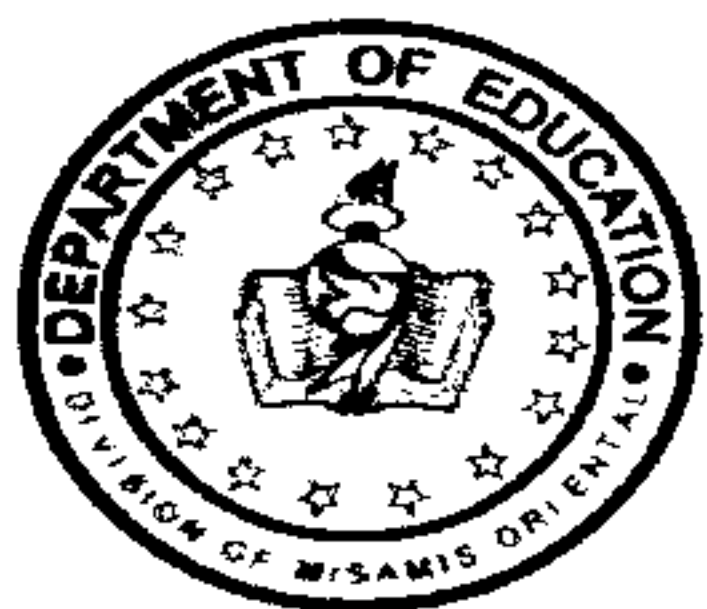
<sup>1</sup> Whitebread, D. And Coltman, P.. (2015). Teaching and learning in the early grades. New York: Routledge.

*“Evidence from research show that children who start formal school too early may encounter difficulties in meeting the content and performance standards across all developmental domains, and experience unnecessary stress that may lead to long-term negative effects such as poor self-esteem, loss of motivation to learn and mental health problems.”*

<sup>2</sup> UNICEF (2012). School readiness: a conceptual framework. New York: United Nation Children’s Fund Education Section.

<sup>3</sup> Revised Philippine Early Childhood Development Checklist Manual. Pasig. Department of Education Bureau of Elementary Education Curriculum Development Division.

The Revised Philippine Early Childhood Development Checklist Manual shows the range of behaviours that children from the ages of 3.1 to 5.11 can do in the various domains of development. The differences between what a 5 year old child can do from what those who are below 5 can do are markedly different especially in the social-emotional domain.



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





### 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**

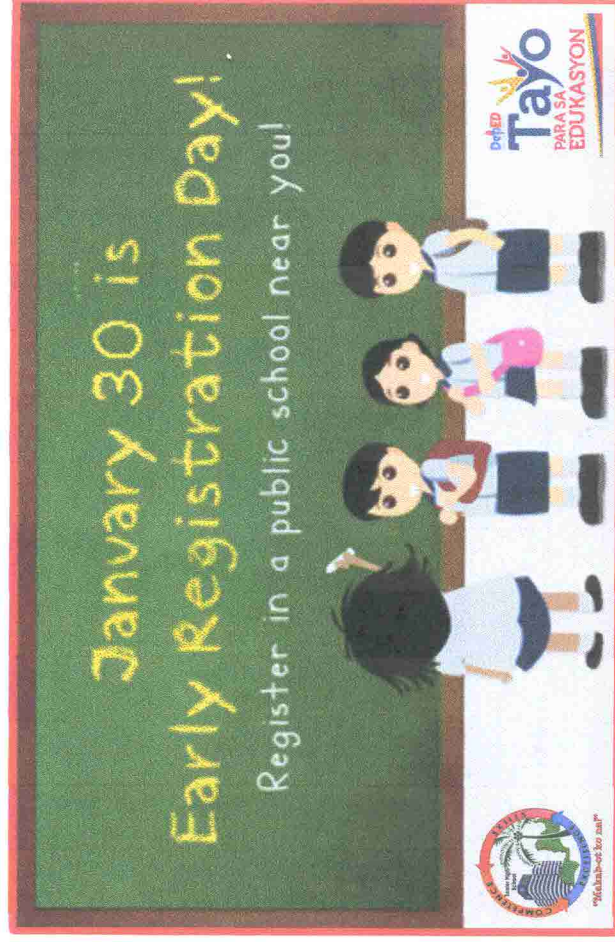
**Members:** **ALL BARANGAY KAGAWAD**  
**TEACHERS (Elementary & Secondary)**  
**SCHOOL GOVERNING COUNCIL**  
**GPTA/HRPTA/ALUMNI OFFICERS**  
**SUPREME STUDENT GOVERNMENT**  
**SUPREME PUPIL GOVERNMENT**



Republic of the Philippines  
Department of Education  
Region X

**DIVISION OF MISAMIS ORIENTAL**

Velez St., Cagayan de Oro City  
website: www.misor.net; (08822)724615, (088)8564454; Fax: (088)8564524



**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