



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region X  
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**DIVISION MEMORANDUM**  
NO. 5, SERIES 2016

**FURTHER REITERATING STRICT COMPLIANCE OF REGIONAL  
MEMORANDUM NO. 18, SERIES 2016 AND DEPED ORDER NO. 5, SERIES 2016**

**TO :** Public Schools District Supervisors/Districts in-charge/Coordinating Principals  
Public Elementary and Secondary School Heads  
Learners' Information System (LIS) Coordinators  
Public Elementary and Secondary Schools Teachers  
All Others Concerned

This Division

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

**DATE :** February 2, 2016

1. This Office further reiterates Regional Memorandum No. 18, series 2016 and DepEd Order No. 5, series 2016, re: Reiterating Strict Compliance of DepEd Order No. 5, series 2016 and Declaring January 30, 2016 as Commencement of Early Registration for School Year 2016-2017 respectively. Attached: as stated.

2. Public Schools District Supervisors and District LIS Coordinators are directed to coordinate with Private Schools and day care Centers in their respective districts for the listing of their 4-5 year old children who are presently enrolled in the Day Care Centers. Further, it is suggested that Enclosure no. 2 of DepEd Order No. 5, s. 2016 has to be thoroughly clarified to all concern.

3. It is reiterated that online submission of all the data needed for the Division Office is scheduled on February 3, 2016. Online submission is done through <http://210.213.201.147/earlyreg/> It is further reiterated that accurate and prompt submission of data required should be given preferential attention.

4. Should you desire to raise queries and concerns on the online submission of data on the early registration, please contact Mr. Edwin L. Gamorot, Planning Officer III at mobile phone number 09174386075.

5. Immediate and wide dissemination of this Memorandum is earnestly desired.



January 27, 2016

**REGIONAL MEMORANDUM**

No. 18, s. 2016

**REITERATING STRICT COMPLIANCE OF DEPED ORDER NO. 5, S. 2016**

To: **Asst. Regional Director**  
**Schools Division Superintendents**  
**Asst. Schools Division Superintendents**  
**All Others Concerned**  
This Region

**DepED-X**  
Cagayan de Oro

28 JAN 2016

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RECEIVED

1. In compliance to DepEd Order No. 5 s. 2016, re Declaring January 30, 2016 as Commencement of Early Registration for School Year (SY) 2016-2017 to achieve the Millennium Development Goals (MDGs) and the Objectives of Education for All (EFA), this Office hereby requires all public elementary and secondary schools of this region to conduct early registration from January 30, 2016 to February 29, 2016.
2. A massive campaign shall be undertaken in order to find children and youth in the communities 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 locate, identify and 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; 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 interventions to bring them to school and ensure that they do not drop out.
4. The following suggested activities are to be undertaken along with the indicated in the DepEd Order:
  - a. Strengthening the Division/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




Republic of the Philippines  
Department of Education  
**REGION X – NORTHERN MINDANAO**  
Zone 1 Upper Balulang  
Cagayan de Oro City



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- 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
5. Early Registration Monitoring Visibility of DepEd Officials is required.
6. This pre-registration will allow this Office to determine the intervention needed, therefore, it is further advised that basic information of the activity be gathered by filling up the enclosed forms in the enclosures.
7. All Schools Division Offices are directed to provide assistance in planning the activities and in facilitating the submission of the consolidated reports on March 1, 2016. Submission of the report will be sent through email to niressa\_arrabaca@yahoo.com.
8. Expenses related to the Early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized and subject to existing accounting and auditing rules and regulations.
12. Wide dissemination and strict compliance with this Memorandum is directed.

  
**ALLAN G. FARNAZO, Ph.D., CESO IV**  
Regional Director

Enclosure: as stated  
Reference: as stated  
Allotment:  
To be indicated in the perpetual index under the following subjects:  
Early Registration  
alm/pprd



Republic of the Philippines  
Department of Education  
**REGION X – NORTHERN MINDANAO**  
*Zone 1 Upper Balulang*  
*Cagayan de Oro City*



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Template 5

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

Category of Disability	Tentative Enrolment
<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	
TOTAL	

Prepared by:

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Division Planning Officer

Noted:

\_\_\_\_\_  
Schools Division Superintendent







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

R-MCR/DO-Declaring January 23, 2016 as Commencement of Early Registration  
0825/December 23, 2015/1-4-16/1-5-16/1-27-16

**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 23, 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.