



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
www.depedmisor.net



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

January 23, 2015

DIVISION MEMORANDUM

No. 24 S.2015

To: Education Program Supervisors
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: **ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM
NO. 17, S. 2015
(CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2015-2016)**

1. Please be informed of the additional information and changes to Division Memorandum No. 17, s. 2015 entitled, "Conduct of Early Registration for School Year 2015-2016."
2. The additional information and changes are as follows:
 - a. As per DepED Order No.1, s. 2015 dated January 22, 2015, the Department Education (DepED) declares **January 24, 2015** as the commencement of **Early Registration** for the School Year(SY) **2015-2016 in all public elementary and secondary schools with the theme: "Makapag-aral ay Karapatan Mo, Magpalista."** to achieve universal participation and completion of the cycle.
 - b. With the support of local officials and civic organizations, a massive advocacy campaign to find children and youth in the communities not currently enrolled and bring them back to school shall be undertaken from **January 24 to February 27, 2015**.

- c. The following are the objectives of the early registration:
 1. To ensure that all 5-year old children are enrolled in kinder;
 2. To locate, identify and enroll out of school children and youth who may belong to the following:
 - Children and youth in remote locations,
 - Children and youth in difficult circumstances,
 - Children and youth who belong to disadvantaged groups or who suffer from discrimination,
 - Children and youth with disabilities;
 3. 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.
 - d. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials and civic organizations to help and locate children who should be in schools. Regional Offices and Schools Division Offices shall support school campaigns.
 - e. 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.
3. Enclosed is the list of Activities in Support of Early Registration and the Registration Process (Enclosure to DepED Order No. 1, s. 2015).
 4. Other provisions of this Division Memorandum remain the same.
 5. Immediate and wide dissemination of this Memorandum to all concerned is desired.

CLL/rlg

(Enclosure to DepEd Order No. 1, s. 2015)

**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, and other stakeholders.

Child or Youth Find Activities

1. DOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the LGUs and *barangays*.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrollees. These schools should coordinate with the IPEd focal person for support on contextualization of education for IP 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 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 Qualifications for Kindergarten
Kindergarten children should be at least 5 years old by June 1, 2015.
2. 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*, 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.
3. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration on January 24, 2015 and during school days from January 26 – February 27, 2015.

4. Each division office 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 DOs. The SDO should coordinate with the DSWD for this activity.
5. 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 2015.

DIVISION TASK FORCE

Chair:

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

Co-chair:

JEAN G. VELOSO
Assistant Schools Division Superintendent

Focal Persons:

RUDY O. MAGDUGO
RHODORA L. GALLARES
MARIA TERESA M. ABSIN

Members

(All Education Program Supervisors)

ERLINDA G. DAEL
MARY GRACE V. GALLANA
FERMINIA M. LABIS
MEYLINDA M. PACEÑO
JOHNNY D. REDONDO
NORBERTO E. ROSALES

DISTRICT TASK FORCE

Chair:

Public School District
Supervisor (PSDS)

Co-chair:

Municipal Mayor

Members:

All Municipal Kagawad
All School Heads
District ALS Coordinator
Mobile Teacher
Nurse/s

SCHOOL TASK FORCE

Chair:

School Head

Co-chair:

Barangay Captain

Members:

All Barangay Kagawad
All Teachers
School Governing Council
Officers
GPTA/P/TA/Alumni
Supreme Student Government
Supreme Pupil Government



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Department of Education
Region X



DIVISION OF MISAMIS ORIENTAL
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DIVISION EARLY REGISTRATION

for School Year 2015-2016

January 24, 2015-Feb. 27, 2015



JANUARY 24-FEBRUARY 27, 2015
EARLY REGISTRATION DAY
for SY 2015-2016

Theme: "Edukasyon Katungod Ko,

Sa Enero 24-Pebrero 27, 2015, Magpalista Ako

**"Edukasyon katungod ko,
sa Enero 24-Feb.27,2015,**

Magpalista Ako."

(This serves as an invitation)

January 24, 2015 to Feb. 27, 2015

Early Registration

- KICK-OFF ACTIVITIES (Jan. 24, 2015)**
- ILLUMINATING ACTIVITIES (Feb. 27, 2015)**
- Part I: 6:00-7:00AM Parade/ Caravan**
- Part II: 7:30-8:30AM**

OPENING PROGRAM

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PSDS &/ School Head

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- * Mayor/ Barangay Captain/GPTA Pres
- *Cherry Mae L. Limbaco, Ph.D., CESO V
Schools Division Superintendent

Master of Ceremonies

Part III: Early Registration Proper

-12:00nn
-5:00pm

LIST OF ACTIVITIES

- **January 24, 2015**
to
- **Feb. 27, 2015**

CHILD OR 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 preschools** and day care centers for the listing of their 4-5 years 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 halls, and other public places like church, bus terminals, stores, markets and others

***Conduct assemblies** inviting NGOs and other civic and religious organizations

LIST OF ACTIVITIES

Recorda or Bandilyo around the locality with the use of megaphone informing the public regarding **Jan. 24, 2015-Feb.27,2015 as EARLY REGISTRATION**

- **January 24, 2015**

Launching/Kick-off activities through a parade or caravan participated by School Governing Council, PTA, LGU, pupils/students, teachers, School Head commencement of **Early Registration in All Public Schools**

- **March 2, 2015**

Submission of Registration Data to the District

- **March 4, 2015**

Submission of Registration Data to the Division
Forms – For Kindergarten (Enclosure D.O. 21, 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