

January 21, 2025

**DIVISION MEMORANDUM**

No. **024**, s. 2025

**CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2025 - 2026**

To : Asst. Schools Division Superintendent  
SGOD & CID Chiefs  
All Elementary & Secondary School Heads  
President/Registrar, St. Dominic College of Batanes, Inc.  
Division Planning Officer

1. Pursuant to DepEd Order No. 009, s.2024, titled "Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025," this office informs the conduct of the Early Registration to ensure that all incoming **Kindergarten, Grades 1, 7 and 11** learners in all public schools for SY 2025-2026 **from January 25 to February 28, 2025**. It should be noted that incoming Grades 2-6, Grades 8-10 and Grade 12 learners are considered pre-registered, thus there is no need for these learners to participate in the activity except for transferees-in and those who are no longer in school but interested to go back to school capturing the Out-of-School Children (OSCs) and Out-of-School-Youths (OSYs).
2. It is reiterated that school heads of public and private schools are reminded to strictly enforce and implement the Kindergarten official cut-off-age as stipulated in Deped Order No. 020, s.2018 (Amended to DepEd Order No. 47, s.2016)
3. In view of the conduct of the activity, all elementary and secondary school heads shall designate Early Registration Desk in the school premises and individuals who will handle the registration. Likewise, Saint Dominic College of Batanes, Inc. is encouraged to conduct their Early Registration activities on the same timeframe.
4. The conduct of the activity is closely monitored by the Central Office through the Learner Information System (LIS). Daily online updating or encoding in the Early Registration Facility of the LIS shall be done by every school using the School Head or School LIS Coordinator's account. Schools shall utilize the **Basic Education Enrolment Form (BEEF) (Revised as of March 27, 2023)** to ensure that the necessary information in registering incoming Kindergarten, Grade 1, 7, and 11 learners and other data are properly captured. Likewise, the prospective enrollees for other grade levels (e.g. Grades 2-6, 8-10, and 12) based on the previous school enrolment data to get the overall picture of the expected enrollees for the incoming SY are likewise encoded in the LIS facility.



implement other options or means of collecting early registration forms.

6. The Planning Officer and other personnel of the Division Office shall directly provide technical assistance and monitor daily the conduct of the activity.

7. All school heads are advised to undertake information dissemination, massive campaign activities and different local forms of media for advocacy.

8. Accomplish the attached Templates 1-5 and submit the same on **March 5, 2025** to this Office, **Attn.: SGOD-Planning Section** for consolidation. Electronic copies of the templates are made accessible for downloading in our official FB Group Chat.

9. All teachers and school/division personnel involved in the conduct of the activity are entitled for an overtime (OT)/service credit:

- At the school level, these OT services can be converted to service credits as provided in DepEd Order No. 58, s. 2008 "Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education System", DepEd Order No. 10, s, 2009 "Addendum to DepEd Order No. 58, s. 2008 (Authority to Grant Overtime Pay and Other Benefits to Personnel Involved in the Operations of the Basic Education Information System (BEIS)", and DepEd Order No. 30, s. 2016 "Policies and Guidelines on Overtime Services and Payment in the Department of Education".
- Duly accomplished Daily Time Record (DTR) of all concern is also requested to be submitted to the abovementioned office for processing immediately after the conduct of the activity. Signatory to the DTR is the Division Planning Officer.
- School Accomplishment Report vis-à-vis approved Action Plan prepared by the concerned enrolling teachers duly signed by their respective school heads.

10. Immediate and widest dissemination of this Memorandum to all concerned is desired.

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

*Dante J. Marcelo*  
**DANTE J. MARCELO PhD, CESO VI**

Assistant Schools Division Superintendent

Encl:

Reference: DepEd Order No. 03, s. 2018  
DepEd Order No. 020, s. 2018

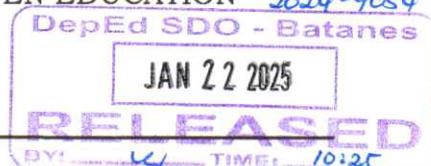
To be indicated in the Perpetual Index

Under the following subjects:

ENROLLMENT      ADMISSION  
LEARNERS      POLICY

KINDERGARTEN EDUCATION

2024-9054



SGOD/myn/orc/EARLY\_REGISTRATION\_SY2025-26  
January 21, 2025



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As of:	Jul 2, 2018	Page:	2

