



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

0587

May 10, 2023

**DIVISION MEMORANDUM**  
No. **138** , s. 2023

**CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2023 – 2024**

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. 010, s. 2023, 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 2023-2024 **from today, May 10 to June 9, 2023**. 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 only incoming **Kindergarten** learners turning **five (5) years old by August 1, 2023** are accommodated. However, the school may consider learners who will turn five (5) years old by **October 31, 2023** on the condition that the Philippine ECD Checklist must be administered to the learner prior to the start of the opening of SY as stipulated in DepEd Order No. 03, s. 2018 to ensure that the learner is capable of meeting the expectations of the grade level.
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 account. Schools shall utilize the attached **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 properly captured.
5. Public elementary and secondary schools may also encode online in the Early Registration facility, 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.



Address: Basco, Batanes, 3900  
Contact No.: 09996027630; 09163509382  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)

**MATATAG**  
Bansang Makabata Batang Makabansa

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

6. Preferably, the conduct of the early registration shall be done through face-to-face transaction with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.

7. The Planning Officer shall directly provide technical assistance and monitor the conduct of the activity.

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

9. Accomplish the attached Templates 1-5 and submit the same on **June 13, 2023** to this Office, **Attn.: SGOD-Planning Unit** for consolidation. Electronic copies of the templates are made accessible for downloading in our official FB Group Chat.

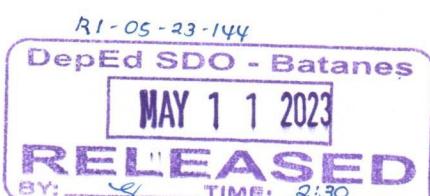
10. All teachers/personnel involved in the conduct of the activity are entitled for an overtime (OT)/service credit:

- 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.

11. 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



*George*  
**GEORGANN G. CARIASO, CESO VI**  
Assistant Schools Division Superintendent

Encl:

Reference: DepEd Order No. 010, s. 2023

To be indicated in the Perpetual Index

Under the following subjects:

ENROLLMENT  
LEARNS

ADMISSION  
POLICY

KINDERGARTEN EDUCATION

SGOD/jgc/orc



Address: Basco, Batanes, 3900  
Contact No.: 09996027630; 09163509382  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)

**MATATAG**  
Bansang Makabata Batang Makabansa

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2



**For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In**

Last Grade Level Completed \_\_\_\_\_

Last School Year Completed \_\_\_\_\_

Last School Attended \_\_\_\_\_

School ID

--	--	--	--	--	--	--

**For Learners in Senior High School**

Semester    1st    2<sup>nd</sup>

Track \_\_\_\_\_

Strand \_\_\_\_\_

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

Modular (Print)  
 Modular (Digital)

Online  
 Educational Television

Radio-Based Instruction  
 Homeschooling

Blended

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

-----  
Signature Over Printed Name of Parent/Guardian

-----  
Date

Name of School : \_\_\_\_\_

**Form 1**

Municipality : \_\_\_\_\_

Date Accomplished : \_\_\_\_\_

**EARLY ENROLMENT REGISTRATION FORM, SY2023-2024**

Grade Level

No.	Name (Last Name, First Name, Middle Initial)	Sex (M/F)	Age	Date of Birth (MM/DD/YYYY )	Address	Category of Registrant			Name and Address of School Last Attended	Remarks
						Regular	IP	OSC/Y		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Prepared by:

School Coordinator

Submitted by:

School Head

Name of School : \_\_\_\_\_

**Form 2**

Municipality : \_\_\_\_\_

Date Accomplished : \_\_\_\_\_

**EARLY ENROLMENT REGISTRATION FORM (FOR PWD), SY 2023-2024****Grade Level**

No.	Name (Last Name, First Name, Middle Initial)	Sex (M/F)	Age	Date of Birth (MM/DD/YYYY)	Address	Category of C/Y with Disability **	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Note:

\*\* Category of Child/ Youth: Visual Impairment (VI), Hearing Impairment (HI), Intellectual Disability (ID), Learning Disability (LD), Speech/Language Impairment (SLI), Serious Emotional Disturbance (SED), Autism, Orthopedic Impairment (OI), Special Health Problem (SHP), Multiple Disability (MD)

Prepared by:

*School Coordinator*

Submitted by:

*School Head*

**EARLY REGISTRATION CHECKLIST, SY 2023-2024**

INDICATORS	EVIDENT	NOT EVIDENT	REMARKS
<b>I. FRONTLINE SERVICES</b>			
1. School Advocacy Campaign Information dissemination strategies (print, radio, online)			
2. Participation of Stakeholders Consultative meeting/dialogue with Barangay Officials, PTA and SSG Officers			
3. Child or youth Find Activity Family mapping, Home Visitations to target enrollees			
4. Planning and Implementation of the Registration Consultative meeting/dialogue Committee for Early Registration Registration Forms			
5. Registration Centers <i>Elementary Level</i> RC for Kinder RC for Grade 1 RC for Children with Disability			
<i>Secondary Level</i> RC for Grade 7 RC for Grade 11 RC for Youth with Disability			
<b>II. GAPS CENCERNS &amp; ISSUES, RECOMMENDATIONS AND SOLUTIONS</b> (Problems gathered during the conduct of the activity and the recommendations and solutions made.)			
Gaps, Concerns, Issues	Recommendations / Solutions		

Prepared &amp; submitted by:

*School Head*

**SCHOOL PLAN TO ADDRESS NEEDS (Elementary), SY 2023-2024****Schools Division of Batanes**

Name of School

Grade Level	Tentative Enrolment			Additional Inputs Needed (Please indicate number)			Seats (DepEd New Design 2-seater Table & Chair)
	M	F	Total	Classroom	Teachers	Textbooks / Modules (Per Subject)	
Kindergarten							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							
<b>Total</b>							

Learners under the ADMs	Tentative Enrolment			Additional Inputs Needed (Please indicate number)			Modules
	M	F	Total	Teacher-Facilitator	Modules		
Age 9							
Age 10							
Age 11							
Age 12 & above							
<b>Total</b>							

Category of Disabilities	Tentative Enrolment			Additional Inputs Needed (Please indicate number)			Seats (DepEd New Design 2-seater Table & Chair)
	M	F	Total	Classroom	Teachers	Textbooks / Modules	
Visual Impairment							
Intellectual Disability							
Speech/Language Impairment							
Serious Emotional Disturbance							
Autism							
Orthopedic Impairment							
Special Health Problems							
Multiple Disabilities							
<b>Total</b>							

PROPOSED DIFFERENTIATED PROGRAM INTERVENTION	ASSISTANCE NEEDED

Prepared &amp; submitted by:

\_\_\_\_\_  
School Head

**SCHOOL PLAN TO ADDRESS NEEDS (Secondary), SY 2023-2024****Schools Division of Batanes***Name of School*

<b>Grade Level</b>	<b>Tentative Enrolment</b>			<b>Additional Inputs Needed (Please indicate number)</b>			
	<b>M</b>	<b>F</b>	<b>Total</b>	<b>Classroom</b>	<b>Teachers</b>	<b>Textbooks/ Modules (Per Subject)</b>	<b>Seats (DepEd New Design 2-seater Table &amp; Chair)</b>
Grade 7							
Grade 8							
Grade 9							
Grade 10							
Grade 11							
Grade 12							
<b>Total</b>							
<b>Learners under the ADMs</b>	<b>Tentative Enrolment</b>			<b>Additional Inputs Needed (Please indicate number)</b>			
	<b>M</b>	<b>F</b>	<b>Total</b>	<b>Teacher-Facilitator</b>		<b>Modules</b>	
Age 12							
Age 13							
Age 14							
Age 15 & above							
<b>Total</b>							
<b>Category of Disabilities</b>	<b>Tentative Enrolment</b>			<b>Additional Inputs Needed (Please indicate number)</b>			
	<b>M</b>	<b>F</b>	<b>Total</b>	<b>Classroom</b>	<b>Teachers</b>	<b>Textbooks/ Modules</b>	<b>Seats</b>
Visual Impairment							
Intellectual Disability							
Speech/Language Impairment							
Serious Emotional Disturbance							
Autism							
Orthopedic Impairment							
Special Health Problems							
Multiple Disabilities							
<b>Total</b>							
<b>PROPOSED DIFFERENTIATED PROGRAM INTERVENTION</b>						<b>ASSISTANCE NEEDED</b>	
Formal Delivery System							
Special Education in inclusive setting							

Prepared &amp; submitted by:

*School Head*