



21 January 2026

**DIVISION MEMORANDUM**  
NO. **32**, s. 2026

**CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Schools District Supervisors / PICDs  
Public Elementary and Secondary School Heads  
ALS Supervisor & Education Program Specialists  
All Others Concerned

1. Pursuant to DepEd Order No. 017, s. 2025, titled "*Revised Basic Education Enrollment Policy*," this Office announces the conduct of **Early Registration for School Year 2026-2027** from the last Saturday of January to the last Friday of February 2026 (**January 31 to February 27, 2026**).

2. The main objective of this activity is to ensure that all new entrants for **Kindergarten, Grades 1, 7, and 11**, including **transferees to public schools** and **Alternative Learning System (ALS) learners**, are pre-registered. This allows the Department to make necessary projections and preparations regarding resource allocation, teacher assignments, and classroom needs.

3. In this regard, the following guidelines are hereby emphasized:

**I. Target Participants**

- Incoming Kindergarten learners.
- Incoming Grades 1, 7, and 11 learners.
- Transferees to public schools.
- Potential ALS learners.
- Out-of-School Children and Youth (OSCYA).

Note: Incoming learners for Grades 2-6, 8-10, and 12 are already considered pre-registered.

**II. Administrative Arrangements**

**Registration Centers:** School Heads shall designate Early Registration Desks or Centers within the school premises, to be manned by non-teaching personnel.

**Advocacy Campaign:** Schools are mandated to conduct intensive advocacy campaigns to reach learners in difficult circumstances (e.g., learners with disabilities, those in off-grid/isolated areas, and displaced learners).



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Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**Communication Materials:** Official advocacy materials and publication materials (pubmats) for the Early Registration campaign will be shared through various official channels (Facebook, Email, and Website) once these are made available by the Public Affairs Service (PAS) of the DepEd Central Office. Schools are encouraged to use these official materials to ensure uniformity of information and consistency in branding.

**LGU Coordination:** The Public Schools District Supervisor (PSDS) / Principal In-Charge of the District (PICD) shall coordinate with Barangay Chairpersons for registration in remote areas, while the SDO will coordinate with the LSWDO for the registration of street children.

**III. Eligibility and Documentation**

The process shall adhere to existing rules on minimum eligibility and documentary requirements.

Verification Only: While documents are required for presentation to establish learner identity, they are not subject to collection during the early registration period. They are for verification purposes only.

**IV. Advocacy Campaign**

Schools are mandated to conduct intensive advocacy campaigns to reach learners in difficult circumstances, specifically:

- Learners with disabilities or chronic illnesses.
- Those in off-grid, isolated, or school-less barangays.
- Displaced learners or children in situations of armed conflict/conflict with the law.
- Stateless or undocumented learners.

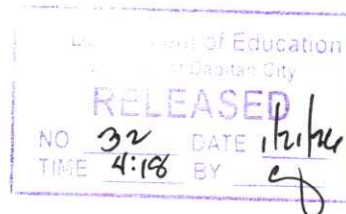
**V. Data Management**

All gathered data must be encoded promptly in the Early Registration Facility of the Learner Information System (LIS). These data shall be the basis for school-level planning (class scheduling, teacher assignments, and classroom allocations).

4. It is reiterated that while early registration is vital for planning, participation does not guarantee official enrollment. Formal enrollment will still take place according to the school calendar.

5. Expenses incurred during this activity shall be charged against local funds or School MOOE, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.



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Schools Division Superintendent



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