




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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
NO. 141, s. 2022

To: Public Schools District Supervisors / PICDs  
Elementary & Secondary School Heads  
All Others Concerned

From:   
FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent

Subject: CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

Date: March 22, 2022

In preparation for the incoming class opening, all schools are directed to conduct the Early Registration for SY 2022-2023 from March 25 to April 30, 2022.

As stipulated in DepEd Order No. 03, s. 2018, **all incoming Kindergarten, Grades 1, 7 and 11 learners in all public schools** shall pre-register to allow DepEd to make necessary preparations and adjustment of plans for the incoming school year. Grades 2-6, 8-10, and 12 are considered pre-registered and will not need to participate in the early registration.

Daily updating in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or system admin account. Schools shall utilize the Modified Basic Education Enrollment Form (MBEEF) to ensure that the necessary data in registering incoming are captured completely.

School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DepEd Order No. 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016)

Electronic copies of the Enrollment Form as well as advocacy materials such as the design for tarpaulin and other downloadables may be accessed via: [bit.ly/earlyreg2022-23](https://bit.ly/earlyreg2022-23).

For your guidance and compliance.

Department of Education  
Division of Dapitan City

RELEASED

NO 141 DATE 3/25/2022  
TIME 9:53 BY



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Republic of the Philippines  
Department of Education

21 MAR 2022

DepEd MEMORANDUM

No. **017**, s. 2022

**CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
School Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In preparation for the incoming class opening, the Department of Education (DepEd) announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted **from March 25 to April 30, 2022**, nationwide.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the **Basic Education Enrollment Policy**, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming school year. Grades 2-6, 8-10, and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or school administrator account. Schools shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners and other data such as preferred learning modality are obtained properly.
4. Schools may also encode 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 enrollment to get the overall picture of the expected enrollees for the next enrollment.
5. In the context of the prevailing COVID-19 public health emergency, the conduct of the early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, **Amendment to DepEd Order No. 47, s. 2016**.

7. For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph).

8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References:

DepEd Order: (No. 03 and 020, s. 2018)



To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION  
BASIC EDUCATION  
DATA  
ENROLLMENT  
KINDERGARTEN EDUCATION  
LEARNERS  
PROGRAMS  
SCHOOLS  
TEACHERS





# MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: -

No LRN  With LRN

Grade level to Enroll:

Returning (Balik-Aral)

**INSTRUCTIONS:** Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

## STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) \_\_\_\_\_

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable) \_\_\_\_\_

DATE OF BIRTH  /  /  SEX  MALE  FEMALE AGE \_\_\_\_\_

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?  No  Yes If Yes, please specify: \_\_\_\_\_

Mother Tongue \_\_\_\_\_

4Ps Household ID Number

## ADDRESS

House Number and Street \_\_\_\_\_

Barangay \_\_\_\_\_

City/Municipality/Province/Country \_\_\_\_\_

Zip Code

## PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Mother's Maiden Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Guardian's Name (Last Name, First Name, Middle Name) \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

### For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed \_\_\_\_\_ Last School Year Completed \_\_\_\_\_

School Name \_\_\_\_\_ School ID

School Address \_\_\_\_\_

### For Learners in Senior High School

Semester  1st Sem  2nd Sem

Track \_\_\_\_\_ Strand (if any) \_\_\_\_\_

### Preferred Distance Learning Modality/ies

Modular (Print)  Online  Radio-based instruction  Blended

Modular (Digital)  Education TV  Homeschooling  Face to Face

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 \_\_\_\_\_