

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.

, s. 2022

To:

Public Schools District Supervisors / PICDs

Elementary & Secondary School Heads

All Others Concerned

From:

FELÍX ROMY A. TRIAMBULO, CESO V

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Schools Division Superintendent NY

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.

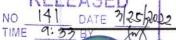
Daily updating in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or system admin account. Schools shall utilize the Modified Basic Education Enrollment Form (MBEEF) to ensure that the necessary data in registering incoming are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

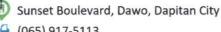
School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DepEd Order No. 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016)

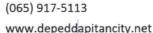
Electronic copies of the Enrollment Form as well as advocacy materials such as the design for tarpaulin and other downloadables may be accessed via: bit.ly/earlyreg2022-23.

Department of Ecfor your guidance and compliance.













Republic of the Philippines Department of Education

21 MAR 2022

DepEd MEMORANDUM , 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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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 <u>Perpetual Index</u> under the following subjects:

ADMISSION
BASIC EDUCATION
DATA
ENROLLMENT
KINDERGARTEN EDUCATION
LEARNERS
PROGRAMS
SCHOOLS
TEACHERS

JDMC/APA/MPC, <u>DM Conduct of the Early Registration for SY 2022-2023</u> 0071 - March 17, 2022



MODIFIED BASIC EDUCATION ENROLLMENT FORM THIS FORM IS NOT FOR SALE.

THE WEST	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 Certificat	te No. (if available upon registration)
Learner Reference	No. (LRN)
LAST NAME	
FIRST NAME	
MIDDLE NAME	
EXTENSION NAME	E e.g. Jr., III (if applicable)
DATE OF BIRTH (Month/Day/Year)	/ J / SEX MALE FEMALE AGE
Belonging to any Indi Community/Indigenous	
Mother Tongue _	
4Ps Household ID N	Number
ADDRESS	
House Number and Street	
Barangay	
City/Municipality/Province/Cou	Zip Code Zip Code
PARENT'S/GUAR	DIAN'S INFORMATION
Father's Name (Last Name, F	
Guardian's Name (Last Name	e, First Name, Middle Name)
Telephone No.	Cellphone No.
	Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In
Last Grade Level C	Completed Last School Year Completed
School Name	School ID
School Address	
	For Learners in Senior High School
Semester	1st Sem 2 nd Sem
Track	Strand (if any)
	Preferred Distance Learning Modality/ies
Modular (Print)	Online Radio-based instruction Blended
Modular (Digita	al) Education TV Homeschooling Face to Face
and I allow the De profile in the Lea	pertify that the above information given are true and correct to the best of my knowledge epartment of Education to use my child's details to create and/or update his/her learner armer Information System. The information herein shall be treated as confidential in the Data Privacy Act of 2012.
Signa	ature Over Printed Name of Parent/Guardian Date