



January 17, 2019

**DIVISION MEMORANDUM**  
No. 031, s. 2019

**COMMENCEMENT OF EARLY REGISTRATION OF KINDERGARTEN TO GRADE 12**

**TO:** Assistant Superintendents  
Chiefs of SGOD and CID  
Division Supervisors/Coordinators  
SEPS and EPS 2  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Pursuant to DepEd Order No. 03, s. 2018, The Department of Education (DepEd) in its mandate to ensure the delivery of accessible and quality education has established the standards and processes of enrolment in public and private schools.
2. This office hereby informs the field of the commencement of Early Registration for Kindergarten to Grade 12 on January 26, 2019 in all public elementary and secondary schools for SY 2019-2020, pursuant to DepEd Order No. 25, s. 2018 entitled "Implementing Guidelines on the DepEd School Calendar for SY 2018-2019".
3. The early registration which covers incoming Kinder, Grade 1, Grade 7 and Grade 11 learners in public schools shall be conducted from January 26, 2019 to February 22, 2019. Incoming Grades 2-6, Grades 8-10 and Grade 12 are considered pre-registered, thus there is no need for these students to participate in the early registration except for transferees-in and those who are no longer in school but interested in going back to school.
4. The following are the objectives of the early registration:
  - a. To ensure that all five-year old children are enrolled in kindergarten;
  - b. To locate, identify and enroll out-of-school children and youth who belong to the following:
    - i. Children and youth in remote locations;
    - ii. Children and youth in difficult circumstances;

- iii. Children and youth who belong to the disadvantaged groups or who suffer discrimination;
  - iv. Children and youth who dropped out but would like to go back to school.
5. The School Governance Division (SGOD) is required to conduct monitoring activities, provide technical assistance, gather issues and concerns, best practices, feedback and ensure that School Heads comply with the provisions of DepEd Order No. 3. S. 2018.
6. A progress report shall be submitted to the office of the Schools Division Superintendent through the SGOD Office for proper implementation of the policy. Deadline for submission of the soft and hard report is on February 28, 2018.
7. References on early registration can be made through the following DepEd Orders:
  - DepEd order No. 22, s. 2012, Adoption of Learners Reference Number
  - DepEd Order No. 4, s. 2014, Adoption on Modified School Forms
  - DepEd Order No. 47, s. 2016, Omnibus Policy on Kindergarten
  - DepEd Order No. 54 s. 2016, Transfer of Records
8. For immediate dissemination and strict compliance.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
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REGIONAL MEMORANDUM

NO. 0033 s. 2019

JAN 15 2019

**EARLY ENROLLMENT POLICY**

**TO :** Schools Division/City Superintendents of Region 7  
DepEd Regional Office Chiefs and Personnel  
All/Others Concerned

1. Pursuant to DepEd Order No. 03, s. 2018, the Department of Education (DepED) in its mandate to ensure the delivery of accessible and quality education has establish the standards and processes of enrollment in public and private schools.

2. Item V (A) of DepEd Order No. 3, s. 2018 provides the **EARLY REGISTRATION** of incoming Grades 1,7, and 11 learners in public schools which shall be conducted from the last Saturday of January to the last Friday <sup>OF FEBRUARY</sup> of each year. Incoming Grades 2-6, Grade 8-10 and Grade 12 are considered pre-registered.

3. The Schools Division Superintendents through the School Governance Operation Division (SGOD) <sup>are</sup> required to conduct monitoring activities, provide technical assistance, and gather issues, best practices, feedback and ensure that School Heads comply with the provisions of DepEd Order No. 3, s. 2018.

4. A progress report shall be submitted to the Office of the Regional Director for proper implementation of the policy. The Policy, Planning, Research and Development Division (PPRD) and Quality Assurance Division (QAD) of the Regional Office will monitor the early enrolment and compliance of the policy.

5. Reference can also be made on the following policies which are adopted to align the enrollment policies :

- \* DepEd Order No. 22, s. 2012, adoption of Learners Reference Number
- \* DepED Order No. 4, s. 2014, adoption of Modified School Forms
- \* DepEd Order No. 47, s. 2016, Omnibus Policy on Kindergarten
- \* DepEd Order No. 54, s. 2016, Transfer of Records

6. For immediate dissemination and strict compliance.

  
SALUSTIANO F. JIMENEZ, CESOVI  
DIC-ASSISTANT REGIONAL DIRECTOR  
JULIET A. JERUTA, Ph.D, CESO IV