



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



PPRD-RM-2024-63


January 23, 2024

Regional Memorandum
No.63 s.2024

**CONDUCT AND MONITORING OF EARLY REGISTRATION
ACTIVITIES FOR SCHOOL YEAR 2024-2025**

To **Schools Division Superintendents**
Public School Heads
Division Planning Officers
Division Public Information Officers
All others concerned

1. In accordance with the directives outlined in the attached Unnumbered Memorandum issued by the Offices of the Undersecretary and Assistant Secretary for Administration on January 22, 2024, the department hereby officially announces the Early Registration for School Year 2024-2025 across all public schools. The registration period is scheduled to commence on January 27, 2024, and will conclude on February 23, 2024.
2. Schools Division Offices are instructed to ensure their respective public schools comply with the provisions outlined in the aforementioned memorandum. This includes adherence to preparation, procedures, and reporting mechanisms through the Learner Information System (LIS) to facilitate smooth early registration.
3. Additional details, such as pertinent Information, Education, and Communication (IEC) materials will be disseminated through the Division Public Information Officers while monitoring mechanisms for compliance, will be communicated through a separate issuance.
4. For clarifications and assistance, please feel free to contact the Policy, Planning and Research Division (PPRD) through email at pprd.calabarzon@deped.gov.ph and the Public Affair Unit (PAU) at pau.calabarzon@deped.gov.ph or through telephone at (02) 8682-2114.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

PPRD/ROP4/ROP5



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



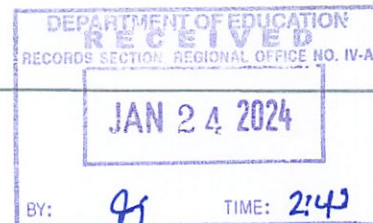
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Republic of the Philippines
Department of Education
PLANNING SERVICE



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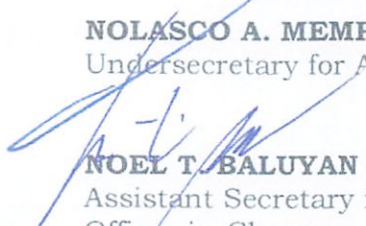


Office of the Director

MEMORANDUM

FOR: MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: NOLASCO A. MEMPIN
Undersecretary for Administration


NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge
Planning Service

SUBJECT: EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025

DATE: 22 January 2024

Pursuant to Paragraph V. Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.

2. Public elementary and secondary 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.
3. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
5. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2024–2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

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.



BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year - Grade level to Enroll:

Check the appropriate box only

1. With LRN? ☐ Yes ☐ No2. Returning (Balik-Aral) ☐ Yes ☐ No

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.

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration) Learner Reference No. (LRN) Last Name Birthdate (mm/dd/yyyy) Place of Birth (Municipality/City) First Name Sex ☐ MaleAge Mother Tongue ☐ FemaleMiddle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community

☐ Yes ☐ No If Yes, please specify: Extension Name e.g. Jr., III (if applicable) Is your family a beneficiary of 4Ps? ☐ Yes ☐ NoIf Yes, write the 4Ps Household ID Number below Is the child a Learner with Disability? ☐ Yes ☐ No

If Yes, specify the type of disability:

☐ Visual Impairment☐ Hearing Impairment☐ Learning Disability☐ Intellectual Disability☐ a. blind☐ Autism Spectrum Disorder☐ Emotional-Behavioral Disorder☐ Orthopedic/Physical Handicap☐ b. low vision☐ Speech/Language Disorder☐ Cerebral Palsy☐ Special Health Problem/ Chronic Disease☐ Multiple Disorder☐ a. Cancer

Current Address

House No. Sitio/Street Name Barangay Municipality/City Province Country Zip Code

Permanent Address

Same with your Current Address? ☐ Yes ☐ NoHouse No./Street Street Name Barangay Municipality/City Province Country Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name

Last Name First Name Middle Name Contact Number

Mother's Maiden Name

Last Name First Name Middle Name Contact Number

Legal Guardian's Name

Last Name First Name Middle Name Contact Number

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

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For Learners in Senior High School

Semester ☐ 1st ☐ 2nd

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)

☐ Online

☐ Radio-Based Instruction

☐ Blended

☐ Modular (Digital)

☐ Educational Television

☐ Homeschooling

I hereby certify that the above information given are true and correct o 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