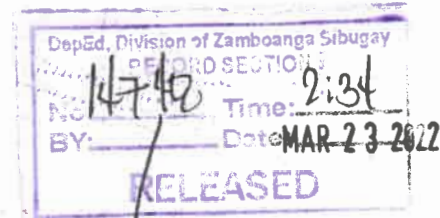




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



March 22, 2022

DIVISION MEMORANDUM
NO. 013 s. 2022

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

To: OIC – Assistant Schools Division Superintendent
SGOD and CID Chiefs
PSDSs/District in-Charge
Heads of Public, SUCs, and Private Schools
District & School Planning and Research Coordinators
All Others Concerned
This Division

1. Pursuant to the attached DepEd Memorandum No. 017, s. 2022 on **CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023** (Enclosure B), the conduct of early registration for School Year 2022-2023 shall be on **March 25 to April 30, 2022**.
2. DepEd Order No. 003, s. 2018 entitled *Basic Education Enrolment Policy* outlines processes about early registration, actual enrolment, Learner Information System (LIS) encoding and reiteration of collection of fees, among others.
3. DepEd Order No. 003, s. 2018 further mentioned that **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 adjustments of plans for the incoming School Year 2022-2023. **SUCs and private schools are encouraged to conduct the early registration activities in the same timeframe.**
4. As mentioned in the attached DepEd Memorandum 017, s. 2022, the conduct of the early registration shall be done **REMOTELY** in areas under Alert Levels 3-5. **IN-PERSON REGISTRATION** through parents and guardians **may be allowed** in areas under Alert Levels 1-2 provided physical distancing and health safety protocols are strictly observed and or as permitted by the local IATF.
5. The **Modified Basic Education Enrollment Form (see Enclosure C) in print copies or electronic form** will be utilized by all public and private schools and SUCs in the conduct of early registration. This is to ensure that all necessary data elements in registering the early registrants in the LIS are obtained properly.
6. All public, private schools, and SUCs are required to update the **Early Registration Facility in the LIS daily starting March 25 until April 30, 2022.**
7. Enclosure A spells out the early registration procedures which shall be strictly observed by all public elementary and secondary schools including **strict implementation of Kindergarten cut-off age** as stipulated in DepEd Order No. 020, s. 2018.



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8. For inquiries and clarification, please call SGOD-Planning and Research Unit through these hotline numbers – 09608885078 and 09362825880.
9. Immediate dissemination and compliance of this Memorandum is directed.


DR. JEANELYN A. ALEMAN, CESO VI
Schools Division Superintendent

ZS-DM-OSDS-SGOD-2022-03-042-0
GCC-20220322

Enc. As stated

References: DepEd Memorandum No. 017, s. 2022
DepEd Order No. 3, s. 2018
DepEd Order No. 020, s. 2018

To be included in the perpetual index under the ff. subjects:

ADMISSION ENROLLMENT LEARNERS POLICY



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Enclosure A to Division Memorandum No. 093, s. 2022

EARLY REGISTRATION PROCEDURES

A. OBJECTIVES OF EARLY REGISTRATION

1. Ensure all new entrants for **Kindergarten, Grades 1, 7, and 11 learners** are **registered** to prepare comprehensive plans for the incoming SY. Grades 2,-6, 8-10 and 12 shall **no** longer participate in the Early Registration for they are considered pre-register.
2. Locate, identify and register OSC and OSY in the community who maybe characterized as:
 - 2.1 Living with disability/ies
 - 2.2 Living in an off-grid community
 - 2.3 Living in a barangay without school
 - 2.4 Living in a geographically isolated area
 - 2.5 Displaced due to natural disaster
 - 2.6 Living in an armed conflict area
 - 2.7 Living in an area with high level of of criminality/drug abuse
 - 2.8 Having chronic illness
 - 2.9 Having nutritional problem/s
 - 2.10 Victim of child abuse, economic exploitation
 - 2.11 Stateless/undocumented
 - 2.12 In conflict with the law
 - 2.13 Living on the streets
 - 2.14 No longer in school but interested in going back to school

B. ACCOUNTABILITY MATRIX

1. To raise public awareness of early registration, all public elementary and secondary schools shall conduct an **Information Dissemination and Advocacy Campaign**

OFFICE	ROLES
SDO	Lead and organize a team that will spearhead the advocacy campaign
SCHOOL-LEVEL	<p>Schools shall undertake the ff. activities :</p> <ol style="list-style-type: none">a. Conduct house-to-house campaign (if allowed by the IATF)b. Post materials such as tarpaulins, banners, brochuresc. Post on social media (Facebook, Instagram, etc.)d. Secure radio/television broadcast and advertisement <p>Schools are also encouraged to involve parents, local barangay officials, civic organizations, people's organizations, and other stakeholders in the early registration undertakings.</p>





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2. To obtain basic information of 4-17 years old in the community, **Annex B - Child Mapping Tool** shall be used during the conduct of the house-to-house campaign, **if allowed/permitted by the local IATF**. The data will not only be utilized for early registration activities but will also be of relevance in the crafting of the next cycle's SIP - FY 2022-2024.

C. REGISTRATION CENTERS

1. Each school shall designate **Early Registration Desks** or **Registration Centers** and assigned personnel to manage the Registration Center.

D. EARLY REGISTRATION FOCAL PERSON

1. As mentioned in DepEd Order No. 3, s. 2018, **all PSDSs/DICs** are designated as **Early Registration Focal Person** in their respective areas of jurisdiction.
2. Below are the specific assignments of Early Registration Focal Person :
 - 2.1 Identify areas without schools but with potential enrollees.
 - 2.2 Work closely with the concerned Barangay Chairperson for the early registration to be done in the barangay.

E. REPORTORIAL REQUIREMENTS

1. The early registration activities cover the following reportorial requirement:
 - 1.1 **Filling-out of Modified Basic Education Enrollment Form** (Enclosure C) of this Memorandum.
 - 1.1.1 As stipulated in DepEd Order No. 3, s. 2018, **Modified Basic Education Enrollment Form** shall be accomplished by the parents or guardians of the following learners and **MUST** be submitted to the person-in-charge of Registration Center
 - 1.1.1.1 Learners with **NO** existing profile in the LIS or those without LRN **(accompanied by a copy of the Birth Certificate)**
 - 1.1.1.2 **Grades 1, 7, and 11 learners** although with existing LRN or profile in the LIS shall accomplish the form for the updating of information





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1.2 LIS Early Registration/Quick Count Reporting

1.2.1 It is the responsibility of the School Head to ensure that all early registrants are reported in the LIS.

1.2.2 The Quick Count module will open on March 25 or 26 for the encoding of early registrants to commence.

F. KINDERGARTEN CUT-OFF AGE

1. Paragraph 4 of the attached DepEd Memorandum No. 008, s. 2018 underscores that **school authorities of public, private, SUCs are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018** which specifically states that

*“Age qualification for Kindergarten learners in **both public and private schools** should be five (5) years old by June 1 of every calendar year. However, the school may consider learners entering Kindergarten who will turn 5 years old by August on the condition that the Philippine Early Childhood Development (ECD) Checklist **MUST** be administered to the learners before the start of the opening of SY, to ensure that the learner is capable of meeting the expectations of the grade level. Parents may provide documentation and/or certification of the learner’s previous Early Childhood Education (ECE) experiences (i.e., preschool, daycare, pre-Kindergarten) in addition to the results of Philippine ECD Checklist.”*

2. In the context of the prevailing COVID-19 public health emergency where major changes in the school calendar have been observed, **the Kindergarten cut-off age** is also affected by the change of opening of the School Year. Below is the tabular presentation of the **adjusted cut-off age** about the opening/commencement of SY pursuant to DepEd Order No. 20, s. 2018.

SY COMMENCES ON:	AGE REQUIREMENT	EXTENSION PERIOD
June	5 Y.O. by June 1	August 31
July	5 Y.O. by July 1	September 30
August	5 Y.O. by August 1	October 31
September	5 Y.O. by September 1	November 30
October	5 Y.O. by October 1	December 31





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G. PRIVATE SCHOOLS' ADDITIONAL REQUIREMENT

1. In recognition of the right of private schools to impose additional requirements that are consistent with existing laws, rules, and regulations, paragraph B of DO 020, s. 2018 states that:

“ Private schools may impose special or additional admission requirements that are consistent with their right to operate as a private school as provided for under existing laws, rules, and regulations. Such additional requirements may include, but are not limited to the following:

- i. passing of entrance examination ;*
- ii. Completing an additional pre-kindergarten program at an earlier age;*
- iii. Passing other kindergarten readiness tools that such private schools may administer; and*
- iv. Such other requirements that private schools may impose not contrary to existing laws, rules and regulations to maintain such private schools' standards.”*

H. DOCUMENTARY AND ELIGIBILITY REQUIREMENTS

1. In order to establish the identity of learners, the minimum eligibility and documentary requirements for enrollment for each key grade level is shown below

LEVEL	ELIGIBILITY STANDARDS	DOCUMENTARY REQUIREMENTS
Kinder	<i>Refer to the table above</i>	<ul style="list-style-type: none"> Philippine Statistics Authority (PSA) Birth Certificate <i>*formerly NSO</i>
Grade 1	Children who have completed Kindergarten programs in DepEd-accredited schools and centers	<ul style="list-style-type: none"> Kindergarten Certificate of Completion PSA Birth Certificate
	Children who are 6 years old and above by August 31 st of the school year they will enroll in and who have not completed Kindergarten	<ul style="list-style-type: none"> Result of ECCD Assessment Checklist PSA Birth Certificate





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	Children who have completed any form of Kindergarten program in non-DepEd accredited learning center and day-care centers, or home-schooled learners (<i>DepEd Order 47, s. 2016 re Omnibus Policy on Kindergarten</i>)	<ul style="list-style-type: none">▪ Result of PEPT or PVT▪ PSA Birth Certificate
Grade 7	Grade 6 Graduate	<ul style="list-style-type: none">▪ SF 9 Grade 6 (<i>formerly Form 138</i>)
	PEPT Passer or A and E Test Passer	<ul style="list-style-type: none">▪ Result of PEPT or A&E Test▪ PSA Birth Certificate
Grade 11	Grade 10 completer	<ul style="list-style-type: none">▪ SF 9 Grade 10 (<i>formerly Form 138</i>)
	PEPT Passer or A and E Test Passer	<ul style="list-style-type: none">▪ Result of PEPT or A & E Test▪ PSA Birth Certificate





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.

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

