

Republic of the Philippines

Department of Education

MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

March 23, 2022

DIVISION MEMORANDUM Nog 0 1 1 5 , s. 2022

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

TO

OIC-Asst. Schools Division Superintendent Chief Education Supervisors, CID and SGOD

Education Program Supervisors Public Schools District Supervisors

Public and Private School Heads of Elementary and Secondary Schools

LIS Coordinators All Others Concerned

- 1. In compliance with **DepEd Memorandum No. 17, s. 2022** titled **Conduct of the Early Registration for SY 2022-2023** dated March 21, 2022, this Division requires all public elementary and secondary schools to conduct the Early Registration for SY 2022-2023 from March 25 April 30, 2022.
- 2. To ensure 100% compliance, all school heads must take note of the following:
 - All incoming Kindergarten, Grades 1, 7, 11 learners and transferees in all public elementary and secondary schools shall pre-register;

Grades 2-6, 8-10 and 12 learners are considered pre-registered and will not need to participate in the early registration;

- Strictly follow the procedures and guidelines on the conduct of this activity as stipulated in DepEd Memorandum No. 17, s. 2022 and DepEd Order No. 3, s. 2018.
- 3. Private Schools are encouraged to conduct their respective early registration activities on the same timeframe.

SGOD/PRS/SYT



Brgy. Payompon, Mamburao, Occidental Mindoro

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occidental.mindoro@deped.gov.ph

DepEd Tayo Occidental Mindoro

- 4. Further, School Heads using LIS School Head Account are expected to encode/update daily the school's data on early registration thru the Learners Information System (LIS) while the SGOD Planning and Research Section personnel shall monitor the on-time online submission.
- Attached is the DepEd Memorandum No. 17, s. 2022 for ready reference.
- 6. Widest dissemination of and strict compliance to this Memorandum are desired.

LYNN G. MENDOZA

Asst. Schools Division Superintendent OIC, Office of the Schools Division Superintendent

By authority of the OIC - Schools Division Superintendent:

RAQUEL P. GIRAO

Chief, Education Supervisor Curriculum and Implementation Division Officer-In-Charge



Republic of the Philippines Department of Education

21 MAR 2022

DepEd MEMORANDUM

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

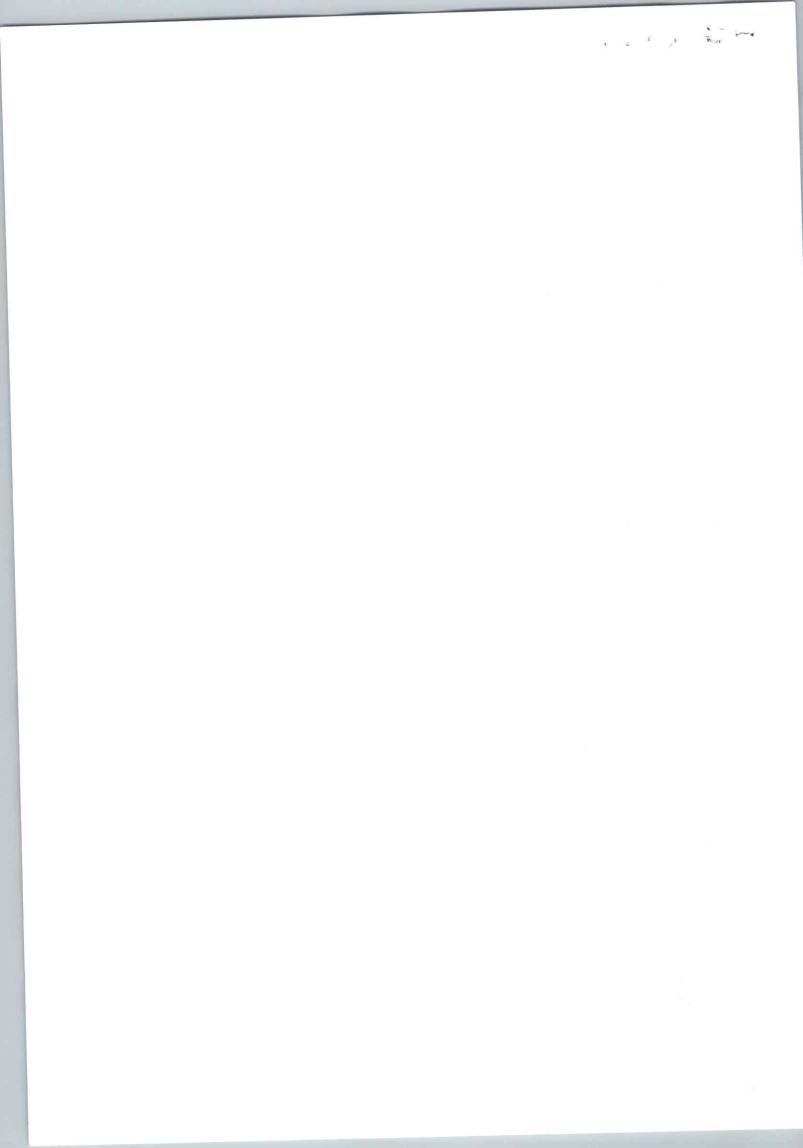
School Division Superintendents

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 2. 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

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