



Republic of the Philippines  
Department of Education  
Region XI  
**CITY SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



Office of the City Schools Division  
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 077, s. 2017

TO : CID and SGOD Chiefs  
Education Program Supervisors,  
Public Schools District Supervisors  
Division Planning Officer  
Elementary and Secondary School Heads  
(Public and Private Schools)

FROM :   
DEE D. SILVA, DPA, CESO VI  
Schools Division Superintendent

SUBJECT : 1) DepEd Order No. 6, s. 2017  
RE: Multi-Year Implementing Guidelines on Early  
Registration  
  
2) Regional Memorandum No. 030, s. 2017  
RE: Early Registration of K to 12 Learners in Both Public  
and Private Schools

DATE : February 2, 2017

1. Attached to this Memorandum are the following:

- a. Copy of **DepEd Order No. 6, s. 2017**: Multi-Year Implementing Guidelines on Early Registration
- b. Copy of **Regional Memorandum No. 030, s. 2017**: Early Registration of K to 12 Learners in Both Public and Private Schools

2. For preparation and submission of needed reports, schools are enjoined to refer to the different annexes attached to Regional Memorandum No. 30, s. 2017, to wit:

- 2.1 Annex A.1 - Early Enrolment Registration Form (Kindergarten to Grade 10/Modified Work School Program)
- 2.2 Annex A.2 - Early Enrolment Registration Form (Senior High School)
- 2.3 Annex B.1 - Daily Summary of School Enrolment (Kindergarten to Grade 10, & Modified Work School Program)
- 2.4 Annex B.2 - Daily Summary of School Enrolment (Grades 11-12)
- 2.5 Annex B.3 - List of Other Schools Preferred by the SHS Students for SY 2017-2018

DepEd Schools Division of Digos

**RELEASED**  
1199  
Date **FEB 02 2017** Time **12:00 PM**  
By: 

- 2.6 Annex C - Daily Division Report on Early Registration (Public and Private)
- 2.7 Enclosure No. 2 to DepEd Memorandum No. 161, s. 2016
  - Senior High School Preference Slip
- 2.8 Enclosure No. 4 to DepEd Memorandum No. 161, s. 2016
  - Senior High School Registration Form

3. The different forms sent from the Region are being modified to accommodate enrolment for ALIVE, SPED and Modified Work School Program (MWSP). Be sure to secure copies of these modified forms.
4. The schools (public and private) are directed to submit Weekly Summary Report on Early Registration every Wednesday to the Division Office, **Attention: AIRON M. ALEJANDRO, Planning Officer III**, making use of Form/Annex B.1 for Kindergarten, Junior High School and Modified Work School Program; and Forms/Annexes B.2 and B.3 for Senior High School.

**However, report from January 28 up to today shall be submitted tomorrow, February 3, 2017; while report after February 24, 2017 shall be submitted on February 27, 2017.**

**Reports can be emailed through [ivory2485@yahoo.com](mailto:ivory2485@yahoo.com) or [airon.alejandro@deped.gov.ph](mailto:airon.alejandro@deped.gov.ph)**

5. In connection with the conduct of Early Registration on **January 28 to February 24, 2017**, monitors will be coming to schools to check and provide technical assistance as to its implementation.
6. For information, guidance and compliance of all concerned.



Republic of the Philippines  
**Department of Education**

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**27 JAN 2017**

DepEd ORDER  
No. **6**, s. 2017

**MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY REGISTRATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. Early Registration activities for the incoming school year for all public elementary and secondary schools are held from the last Saturday of January to the last Friday of February of each year.
2. With the support of local officials, civic organizations, people's organizations (POs), and the community, a massive advocacy campaign to find children and youth not currently enroled and bring them back to school shall be undertaken for one month. The activities in support of early registration and the registration process is enclosed.
3. The following are the objectives of the early registration:
  - a. To ensure that all five-year old children are enroled in kindergarten;
  - b. To ensure that learners who are in school continue their schooling;
  - c. To map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - d. To locate, identify and enrol out-of-school children and youth who:
    - i. are in remote/geographically isolated areas;
    - ii. are in difficult circumstances;
    - iii. belong to disadvantaged groups or who suffer from discrimination;
    - iv. have disabilities or in need of special education; and
    - v. have dropped out but would like to go back to school.
  - e. To understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
4. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials, civic organizations and People's Organizations to help and locate children who should be in school. Regional offices and schools division offices shall support school campaigns.
5. Expenses related to Early Registration Day shall be charged to local funds, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.

6. These multi-year guidelines shall take effect starting Fiscal Year 2017, and shall remain in force thereafter unless sooner repealed, amended, or rescinded.

7. For more information, all concerned may contact the **DepEd Action Center** at telephone nos. (02) 636-1663, (02) 636 1942, and mobile phone no. 0919-456-0027 or email at [action@deped.gov.ph](mailto:action@deped.gov.ph).

8. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

References:  
DepEd Order: Nos. 5 and (47), s. 2016

To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION OR ENROLMENT  
BASIC EDUCATION  
CAMPAIGN  
KINDERGARTEN EDUCATION  
LEARNERS  
ORGANIZATIONS  
SCHOOLS

(Enclosure to DepEd Order No. 6, s. 2017)

## **ACTIVITIES IN SUPPORT OF EARLY REGISTRATION AND THE REGISTRATION PROCESS**

### **Advocacy Campaign**

1. The Regional Offices (ROs) and Schools Division Offices (SDOs) through their respective information officers and/or Public Affairs Units shall organize Communications Teams, which shall support this campaign.
2. Schools are enjoined to work with parents, local *barangay* officials, *Barangay* Council for the Protection of Children (BCPC), civic organizations, people's organizations (POs) and other stakeholders.

### **Child or Youth Find Activities**

1. SDOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the Local Government Units (LGUs) and BCPCs.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrolees. These schools should coordinate with the Division Indigenous Peoples Education (IPEd) Focal Person for support on the curriculum contextualization/culture-based intervention of education for Indigenous Peoples learners. Likewise, street visits shall be conducted by SDOs.
3. High school principals and staff shall work with the chairpersons of the *barangay* and may also tap the Student Government Organization officials and Boy Scout/Girl Scout leaders to locate elementary graduates who either have not enroled in high school or dropped out of school so that appropriate program interventions could be planned.
4. Trained Special Education (SPED) teachers assigned to regular schools and all health personnel will assist in locating children and youth with disabilities, from five to 18 years old, who have not been to school. Elementary or high school principals and other trained school personnel shall visit families with children who require SPED to assess their educational needs to be able to plan for providing these children's educational support and intervention.

### **Early Registration**

1. Age Qualification for Kindergarten

Children who will turn five years old by the end of August (as per DepEd Order No. 47, s. 2016 entitled *Omnibus Policy on Kindergarten Education*).

- a. The Kindergarten Curriculum is intended to help children who are at least five years old to acquire the values, attitudes and competencies which are known to enable successful and beneficial participation in school learning experiences.

- b. Private schools are given latitude in implementing basic education as stated in the Implementing Rules and Regulations of Republic Act No. 10533, Section 6, "The DepEd may allow private educational institutions flexibility in adopting the program provided that they comply with the DepEd-prescribed minimum standards consistent with the Act."

2. Qualification for Grade 1

Kindergarten completers will be accepted in Grade 1.

3. Documentary Requirement:

- a. The birth certificate of the child shall be the documentary basis for early registration. The birth certificate is submitted to the person in-charge of handling the registration. There is no need to submit again a copy.
- b. If not available during the Early Registration period, the document can be submitted within the school year.
- c. The same document is required for other children and youth who have never been to school.

4. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration.

5. Each SDO shall identify areas without schools but may have enrolees, and the SDS shall designate the District Supervisor to work with the concerned Barangay Chairperson so that early registration can be done in the barangay. Likewise, registration of street children who were identified during the street visits shall be conducted by the SDOs. The SDO should coordinate with the Department of Social Welfare and Development (DSWD) for this activity.

6. Registration of Children and Youth with Special Needs

The Division Supervisor who is in-charge of SPED, shall facilitate the overall planning and implementation of the registration process. He/She shall plan with SPED Centers and trained SPED teachers, together, with health personnel, on their specific roles in the registration process:

- a. Conduct an orientation on the screening and identification of children and youth with disabilities in regular schools without SPED programs;
- b. Network with organizations/associations of people with disabilities (PWDs) or those working for Persons with Disabilities (PWDs), including government agencies, which can provide assistance to regular schools;
- c. Prepare a deployment schedule of SPED teachers, health personnel, and the NGO, PWD volunteers during the *Early Registration*; and
- d. Communicate possible interventions to the families/parents/guardians of children with special needs during the early registration. This will help to convince them to enrol their children in SPED.

7. Registration of Out-of-School Children (OSCs) and Out-of-School Youth (OSYs) learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the Alternative Learning System (ALS) shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.
8. Elementary and high school officials, SDOs and ROs shall ensure that children or youth registered during this period come to school on the opening of classes in June.

Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
TANGGAPANG PANREHIYON XI  
Lungsod ng Dabaw

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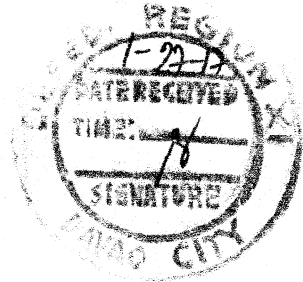
January 26, 2017

**REGIONAL MEMORANDUM**

No. 030 s. 2017

**EARLY REGISTRATION OF K TO 12 LEARNERS  
IN BOTH PUBLIC AND PRIVATE SCHOOLS**

TO : **Office of the Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chiefs, Regional Office Divisions  
School Heads, Public and Private Schools**



1. In pursuance to the **DepED Order No. 23, s. 2016** entitled "**School Calendar for School Year 2016-2017**," this Office enjoins all Schools Division Offices(SDOs) and all public and private schools in ensuring access to basic education of all K to 12 learners and in bringing in out-of-school youth and other school leavers to Senior High School (SHS) Programs for School Year 2017-2018 through the conduct of the **Early Registration** from **January 28, 2017 to February 24, 2017**.

2. To maximize participation of public and private schools in ensuring access to the Basic Education Programs, the following terms of reference shall be observed by all concerned school heads and officials from the SDOs, to wit :

- a. Commence the early registration of learners at all levels on January 28, 2017 and conclude it on February 24, 2017.

- b. Conduct advocacy activities such as :

b.1 Recorrida per Barangay or house-to-house campaign for the early registration of learners.

b.2 Meetings with the local and barangay officials and civic organizations to assist in finding the school-aged children and those who should be in school.

b.3 Hanging of tarpaulins / streamers and provision of advocacy materials on the conduct of the early registration.

b.4 Submission of list of existing learners from Kindergarten to Grade 5 and Grade 7 to 9 students to the next grade level advisers per school for those who still opt to enroll in the same school.

b.5 Festival for SHS showcasing all **Tracks, Strands and Specializations** with full participation of both public and private schools. The festival will serve as a gathering of Grades 10, 11 and including Grade 12 students from the early implementers and SHS teachers to provide ample information for the incoming Grade 11 entrants as part of their career guidance activities/programs so that the latter will have the necessary knowledge, skills and values to make career decisions for successful transition from school to further education or work and hence to plan and manage their career pathways and learning throughout their lives.

Department of Education

Regional Office XI

RECORDS SECTION

**RELEASED**

By: [Signature]  
Date: 1/27/17 Time:

b.6 SDO to conduct any unique mechanisms and strategies which will inform all the stakeholders as regards early registration of learners.

3. The SDOs shall ensure that the procedures in the early registration and data are captured as these are vital in providing a conservative estimate of the two cohorts for SY 2017-2018 by doing the following :

3.1 K to 12 learners must register in the schools where they prefer to study.

3.2 Grade 10 students must be assisted by their parents in the submission of their preference slips (Refer to page 6, Enclosure No. 2 of DepED Memorandum No. 161, s. 2016) to their class advisers which information be summarized (utilizing Annexes B.2 and B.3) and submitted to the SDOs.

3.3 The class advisers with the help of the school IT coordinator shall register the students for SHS and submit their preference through the Learner Information System (LIS) once the LIS is ready and open for uploading of said reports.

3.4 The school heads shall also accept the following non-LIS registrants utilizing the Enclosure No. 4 of DepED Memorandum No. 161, s. 2016 and forward the same to the SDO SHS Coordinator for encoding once the LIS is ready and open for uploading of said reports:

a. High School graduates who are passers of the Philippine Educational Placement Test (PEPT)

b. High School graduates who are passers of Accreditation and Equivalency (A and E) Examination for the JHS

c. Other learners outside the formal system ( those who are covered by the LIS)

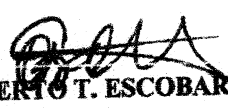
3.5 The SDOs through the SHS Coordinator and Planning Officer and /or IT Coordinator shall enroll the non-LIS SHS registrants once the LIS registration of early registrants shall commence through a DepED Memorandum.

3.6 School heads shall keep a second copy of the **Registration Forms** of non- LIS registrants for record purposes.

4. All schools and SDOs shall submit the following templates to concerned offices for collation and onward submission:

| TEMPLATE  | FROM                                                                                                                           | TO                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Annex A.1 | Class Advisers from Kindergarten to Grade 6 and from Grades 7-10                                                               | School Head/Principal           |
| Annex A.2 | Incharge of Early Registration for Grades 11-12                                                                                | School Head/Principal           |
| Annex B.1 | School Head/Principal <ul style="list-style-type: none"> <li>Kindergarten to Grade 6</li> <li>Grades 7-10</li> <li></li> </ul> | Schools Division Superintendent |
| Annex B.2 | School Head/Principal <ul style="list-style-type: none"> <li>Grades 11-12</li> </ul>                                           | Schools Division Superintendent |
| Annex B.3 | School Head/Principal <ul style="list-style-type: none"> <li>Grades 11-12</li> </ul>                                           | Schools Division Superintendent |
| Annex C   | Schools Division Superintendent                                                                                                | Regional Director               |
| Annex D   | Regional Director                                                                                                              | DepED CO                        |

5. SDOs shall monitor compliance of schools with the Early Registration and gather data on the results of the said activity for submission as to daily results utilizing the attached generic templates in Microsoft Excel to expedite collation and onward submission to concerned offices.
6. Immediate dissemination of and compliance with this Memorandum to all concerned is earnestly desired.

  
ATTY. ALBERTO T. ESCOBARTE, CESO II  
Regional Director

Incl : As Stated.

Reference : **DepED Order No. 41, s. 2015**  
**DepED Order No 48, s. 2015**  
**DepED Order No. 5, s. 2016**  
**Regional Memorandum No. 177, s. 2015**

To be indicated in the Perpetual Index under the following subjects :

**ADVOCACY   CAMPAIGNS   K to 12 BASIC EDUCATION PROGRAM   SCHOOLS   SENIOR HIGH SCHOOL**

ROC1/jgv

**EARLY ENROLMENT REGISTRATION FORM (KINDERGARTEN to Grade 10/Modified Work School Program)**

GRADE LEVEL:

Prepared by:

Class Adviser

School Principal

ANNEX A.2

EARLY ENROLMENT REGISTRATION FORM (SENIOR HIGH SCHOOL-GRADES 11 TO 12)

NAME OF THE SCHOOL:  
DIVISION:

GRADE LEVEL:  
DATE ACCOMPLISHED:

NOTE: List the students according to specific Track, Strand/Area of Concentration and Specialization for easy collation.

| NO. | NAME OF LEARNER        | SEX | AGE                       | BIRTHDATE | CATEGORY OF REGISTRANT |    |        |                                    |          | NAME AND ADDRESS OF SCHOOL LAST ATTENDED | SCHOOL (Please specify) |
|-----|------------------------|-----|---------------------------|-----------|------------------------|----|--------|------------------------------------|----------|------------------------------------------|-------------------------|
|     |                        |     |                           |           | REGULAR                | IP | MUSLIM | Children with Special Needs (SPED) | OSC/ OSY |                                          |                         |
| A.  | ACADEMIC-              |     |                           |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     | STRAND                    |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     |                           |           |                        |    |        |                                    |          |                                          |                         |
| B.  | TVL TRACK-             |     |                           |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     | STRAND and SPECIALIZATION |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     |                           |           |                        |    |        |                                    |          |                                          |                         |
| C.  | ARTS AND DESIGN TRACK- |     |                           |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     | AREA OF CONCENTRATION     |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     |                           |           |                        |    |        |                                    |          |                                          |                         |
| D.  | SPORTS TRACK           |     |                           |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     |                           |           |                        |    |        |                                    |          |                                          |                         |
|     |                        |     |                           |           |                        |    |        |                                    |          |                                          |                         |
|     | TOTAL                  |     |                           |           |                        |    |        |                                    |          |                                          |                         |
|     | GRAND TOTAL            |     |                           |           |                        |    |        |                                    |          |                                          |                         |

Prepared by:

REVIEWED/NOTED:

Class Adviser

School Principal

DAILY SUMMARY OF SCHOOL ENROLMENT (KINDERGARTEN to GRADE 10)

NAME OF SCHOOL:  
DIVISION:

DATE ACCOMPLISHED:

|    | GRADE LEVEL                  | SEX |   | NUMBER OF REGISTRANTS PER CATEGORY |   |    |   |        |   |                                    |   |   |   | REMARKS |         |   |
|----|------------------------------|-----|---|------------------------------------|---|----|---|--------|---|------------------------------------|---|---|---|---------|---------|---|
|    |                              | M   | F | REGULAR                            |   | IP |   | MUSLIM |   | Children with Special Needs (SPED) |   |   |   |         | OSC/OSY |   |
|    |                              |     |   | M                                  | F | M  | F | M      | F | M                                  | F | M | F |         | M       | F |
| A. | KINDERGARTEN                 |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 1                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 2                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 3                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 4                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 5                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 6                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | TOTAL                        |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRAND TOTAL                  |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
| B. | JUNIOR HIGH SCHOOL           |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 7                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 8                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 9                      |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRADE 10                     |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | MODIFIED WORK SCHOOL PROGRAM |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | TOTAL                        |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |
|    | GRAND TOTAL                  |     |   |                                    |   |    |   |        |   |                                    |   |   |   |         |         |   |

REVIEWED/NOTED:

School Principal

Prepared by:

School Planning Officer

DAILY SUMMARY OF SCHOOL ENROLMENT (GRADES 11 TO 12)

NAME OF SCHOOL: DATE ACCOMPLISHED:  
DIVISION:

|    | GRADE LEVEL                                  | SEX |   | NUMBER OF REGISTRANTS PER CATEGORY |    |        |                                    |          | REMARKS |
|----|----------------------------------------------|-----|---|------------------------------------|----|--------|------------------------------------|----------|---------|
|    |                                              | M   | F | REGULAR                            | IP | MUSLIM | Children with Special Needs (SPED) | OSC/ OSY |         |
|    | I-Preferred to Enrol in School               |     |   |                                    |    |        |                                    |          |         |
| A. | ACADEMIC - STRAND                            |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
| B. | TVL TRACK- STRAND AND SPECIALIZATION         |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
| C. | ARTS AND DESIGN TRACK- AREA OF CONCENTRATION |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
| D. | SPORTS TRACK                                 |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
|    | SUB-TOTAL                                    |     |   |                                    |    |        |                                    |          |         |
|    | TOTAL                                        |     |   |                                    |    |        |                                    |          |         |
|    | II. Preferred to Enrol to Other Schools      |     |   |                                    |    |        |                                    |          |         |
| A. | ACADEMIC - STRAND                            |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
| B. | TVL TRACK- STRAND AND SPECIALIZATION         |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
| C. | ARTS AND DESIGN TRACK- AREA OF CONCENTRATION |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
| D. | SPORTS TRACK                                 |     |   |                                    |    |        |                                    |          |         |
|    | Grade 11                                     |     |   |                                    |    |        |                                    |          |         |
|    | Grade 12                                     |     |   |                                    |    |        |                                    |          |         |
|    | SUB-TOTAL                                    |     |   |                                    |    |        |                                    |          |         |
|    | TOTAL                                        |     |   |                                    |    |        |                                    |          |         |
|    | GRAND TOTAL                                  |     |   |                                    |    |        |                                    |          |         |

Please attach list of schools where students will enrol by track/strand and specialization in SY 2017-2018 (use template B.3)

Prepared by:

REVIEWED/NOTED:

School Principal

School Planning Officer

ANNEX-B.3

LIST OF OTHER SCHOOLS PREFFERED BY THE SHS STUDENTS FOR SY 2017-2018

NAME OF SCHOOL:  
DIVISION:

DATE ACCOMPLISHED:

| LIST OF SCHOOLS | TRACK/STRAND | NO. OF STUDENTS |   |       | REMARKS |
|-----------------|--------------|-----------------|---|-------|---------|
|                 |              | M               | F | TOTAL |         |
|                 |              |                 |   |       |         |
|                 | GRADE 11     |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 | GRADE 12     |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 |              |                 |   |       |         |
|                 | GRAND TOTAL  |                 |   |       |         |
|                 |              |                 |   |       |         |

Prepared by:  
\_\_\_\_\_

REVIEWED/NOTED:

\_\_\_\_\_  
School Principal

ANNEX C

DAILY DIVISION REPORT ON EARLY REGISTRATION

NAME OF DIVISION:

DATE ACCOMPLISHED:

| PUBLIC SCHOOLS               |     |   |                                    |    |        |                                    |         |
|------------------------------|-----|---|------------------------------------|----|--------|------------------------------------|---------|
| GRADE LEVEL                  | SEX |   | NUMBER OF REGISTRANTS PER CATEGORY |    |        |                                    | REMARKS |
|                              | M   | F | REGULAR                            | IP | MUSLIM | Children with Special Needs (SPED) | OSC/OSY |
| A. KINDERGARTEN              |     |   |                                    |    |        |                                    |         |
| GRADE 1                      |     |   |                                    |    |        |                                    |         |
| GRADE 2                      |     |   |                                    |    |        |                                    |         |
| GRADE 3                      |     |   |                                    |    |        |                                    |         |
| GRADE 4                      |     |   |                                    |    |        |                                    |         |
| GRADE 5                      |     |   |                                    |    |        |                                    |         |
| GRADE 6                      |     |   |                                    |    |        |                                    |         |
| TOTAL                        |     |   |                                    |    |        |                                    |         |
| GRAND TOTAL                  |     |   |                                    |    |        |                                    |         |
| B. JUNIOR HIGH SCHOOL        |     |   |                                    |    |        |                                    |         |
| GRADE 7                      |     |   |                                    |    |        |                                    |         |
| GRADE 8                      |     |   |                                    |    |        |                                    |         |
| GRADE 9                      |     |   |                                    |    |        |                                    |         |
| GRADE 10                     |     |   |                                    |    |        |                                    |         |
| MODIFIED WORK SCHOOL PROGRAM |     |   |                                    |    |        |                                    |         |
| TOTAL                        |     |   |                                    |    |        |                                    |         |
| GRAND TOTAL                  |     |   |                                    |    |        |                                    |         |
| C. SENIOR HIGH SCHOOL        |     |   |                                    |    |        |                                    |         |
| GRADE 11                     |     |   |                                    |    |        |                                    |         |
| GRADE 12                     |     |   |                                    |    |        |                                    |         |
| TOTAL                        |     |   |                                    |    |        |                                    |         |
| GRAND TOTAL                  |     |   |                                    |    |        |                                    |         |

Prepared by:

REVIEWED/NOTED:

Division Planning Officer

Schools Division Superintendent

ANNEX C

DAILY DIVISION REPORT ON EARLY REGISTRATION

NAME OF DIVISION:

DATE ACCOMPLISHED:

| PRIVATE SCHOOLS              |     |   |                                    |    |        |                                    |         |         |  |
|------------------------------|-----|---|------------------------------------|----|--------|------------------------------------|---------|---------|--|
| GRADE LEVEL                  | SEX |   | NUMBER OF REGISTRANTS PER CATEGORY |    |        |                                    | OSC/OSY | REMARKS |  |
|                              | M   | F | REGULAR                            | IP | MUSLIM | Children with Special Needs (SPED) |         |         |  |
| A. KINDERGARTEN              |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 1                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 2                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 3                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 4                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 5                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 6                      |     |   |                                    |    |        |                                    |         |         |  |
| TOTAL                        |     |   |                                    |    |        |                                    |         |         |  |
| GRAND TOTAL                  |     |   |                                    |    |        |                                    |         |         |  |
| B. JUNIOR HIGH SCHOOL        |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 7                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 8                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 9                      |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 10                     |     |   |                                    |    |        |                                    |         |         |  |
| MODIFIED WORK SCHOOL PROGRAM |     |   |                                    |    |        |                                    |         |         |  |
| TOTAL                        |     |   |                                    |    |        |                                    |         |         |  |
| GRAND TOTAL                  |     |   |                                    |    |        |                                    |         |         |  |
| C. SENIOR HIGH SCHOOL        |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 11                     |     |   |                                    |    |        |                                    |         |         |  |
| GRADE 12                     |     |   |                                    |    |        |                                    |         |         |  |
| TOTAL                        |     |   |                                    |    |        |                                    |         |         |  |
| GRAND TOTAL                  |     |   |                                    |    |        |                                    |         |         |  |

Prepared by:

REVIEWED/NOTED:

Division Planning Officer

Schools Division Superintendent

Department of Education

Senior High School Preference Slip

SY \_\_\_\_\_

TO THE STUDENT AND PARENT/GUARDIAN: Print legibly all information required. Submit to the class adviser once you have accomplished this form.

1. NAME OF STUDENT: Print your full name in the following sequence: LAST, FIRST, MIDDLE.  
Place one letter in each box. Leave one box blank between names.

2. LEARNER'S REFERENCE NUMBER (L.R.N.)

LAST

FIRST

MIDDLE

1. SENIOR HIGH SCHOOL (SHS) APPLIED FOR: Choose from the list of schools offering SHS (up to two choices allowed). Do not indicate the same SHS twice. Make sure that the track (Academics, TVL, Sports, Arts and Design), strand (STEM, ABM, HUMSS and GAS), or TVL specialization choices are offered in the SHS indicated. Write the COMPLETE program offering (track- strand or specialization/s) of your choice in the box provided. Write NONE in the box if you do not have a second choice program or school.

Name of First Choice SHS (Do not abbreviate)

Address (City/Town or Province)

First Choice Program:

Second Choice Program:

Name of Second Choice SHS (Do not abbreviate)

Address (City/Town or Province)

First Choice Program:

Second Choice Program:

I affirm that

(1) I have read the information contained in the Senior High School Preference Slip, (Enclosure No. 2 to DepEd Memorandum No. 161, s. 2016) and understood all the instructions in connection with my registration;

(2) I have been made aware of the SHS tracks and the importance of choosing the right career path through the Career Guidance Program;

(3) The preferences supplied in this slip are a result of a well-informed decision making as discussed with my parent(s)/guardian; and

(4) I will abide by the DepEd rules and policies in relation to the SHS program.

Furthermore, I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that my personal details will be kept confidential.

Signature over Printed Name of the Student

Date

Signature over Printed Name of the Parent/Guardian

Date

THIS PREFERENCE SLIP IS NOT FOR SALE AND MAY BE REPRODUCED.

1. NAME OF STUDENT: Print or type your full name in the following sequence: LAST, FIRST, MIDDLE.  
Place one letter in each box. Leave one box blank between names.

[illegible]

2. SEX Male ☒ Female ☐

3. DATE OF BIRTH (Month, Day, Year)

4. PLACE OF BIRTH (City/Town or Province)

### 3. NATIONALITY

5. **ELEMENTARY SCHOOL** Includes primary concentrated elementary and primary general elementary **LAUNDRING / LEAD ORANGE / CHALK**

Elementary School Name (Do not abbreviate)

Address (City/Town or Province)

|                          |  |
|--------------------------|--|
| Month/year of Collection |  |
| Region                   |  |

Are you a possor of Philippine Educational Placement Test (PEPT) for Elementary Level?

No ☐ Yes ☐

Are you a passer of Accreditation and Equivalency (A&E) Test for Elementary Level?

|    |     |
|----|-----|
| No | Yes |
|----|-----|

Name of Community Learning Center (Do not abbreviate)

Address (City/Town or Province)

7. JUNIOR HIGH SCHOOL (JHS) (where you completed/are completing JHS / Grade 10)

JHS Name (Do not abbreviate)

Address (City/Town or Province)

| Month | Year of Construction | Region |
|-------|----------------------|--------|
| 1     | 1980                 | 1      |
| 2     | 1981                 | 2      |
| 3     | 1982                 | 3      |
| 4     | 1983                 | 4      |
| 5     | 1984                 | 5      |
| 6     | 1985                 | 6      |
| 7     | 1986                 | 7      |
| 8     | 1987                 | 8      |
| 9     | 1988                 | 9      |
| 10    | 1989                 | 10     |
| 11    | 1990                 | 11     |
| 12    | 1991                 | 12     |
| 13    | 1992                 | 13     |
| 14    | 1993                 | 14     |
| 15    | 1994                 | 15     |
| 16    | 1995                 | 16     |
| 17    | 1996                 | 17     |
| 18    | 1997                 | 18     |
| 19    | 1998                 | 19     |
| 20    | 1999                 | 20     |
| 21    | 2000                 | 21     |
| 22    | 2001                 | 22     |
| 23    | 2002                 | 23     |
| 24    | 2003                 | 24     |
| 25    | 2004                 | 25     |
| 26    | 2005                 | 26     |
| 27    | 2006                 | 27     |
| 28    | 2007                 | 28     |
| 29    | 2008                 | 29     |
| 30    | 2009                 | 30     |
| 31    | 2010                 | 31     |
| 32    | 2011                 | 32     |
| 33    | 2012                 | 33     |
| 34    | 2013                 | 34     |
| 35    | 2014                 | 35     |
| 36    | 2015                 | 36     |
| 37    | 2016                 | 37     |
| 38    | 2017                 | 38     |
| 39    | 2018                 | 39     |
| 40    | 2019                 | 40     |
| 41    | 2020                 | 41     |
| 42    | 2021                 | 42     |
| 43    | 2022                 | 43     |
| 44    | 2023                 | 44     |
| 45    | 2024                 | 45     |
| 46    | 2025                 | 46     |
| 47    | 2026                 | 47     |
| 48    | 2027                 | 48     |
| 49    | 2028                 | 49     |
| 50    | 2029                 | 50     |
| 51    | 2030                 | 51     |
| 52    | 2031                 | 52     |
| 53    | 2032                 | 53     |
| 54    | 2033                 | 54     |
| 55    | 2034                 | 55     |
| 56    | 2035                 | 56     |
| 57    | 2036                 | 57     |
| 58    | 2037                 | 58     |
| 59    | 2038                 | 59     |
| 60    | 2039                 | 60     |
| 61    | 2040                 | 61     |
| 62    | 2041                 | 62     |
| 63    | 2042                 | 63     |
| 64    | 2043                 | 64     |
| 65    | 2044                 | 65     |
| 66    | 2045                 | 66     |
| 67    | 2046                 | 67     |
| 68    | 2047                 | 68     |
| 69    | 2048                 | 69     |
| 70    | 2049                 | 70     |
| 71    | 2050                 | 71     |
| 72    | 2051                 | 72     |
| 73    | 2052                 | 73     |
| 74    | 2053                 | 74     |
| 75    | 2054                 | 75     |
| 76    | 2055                 | 76     |
| 77    | 2056                 | 77     |
| 78    | 2057                 | 78     |
| 79    | 2058                 | 79     |
| 80    | 2059                 | 80     |
| 81    | 2060                 | 81     |
| 82    | 2061                 | 82     |
| 83    | 2062                 | 83     |
| 84    | 2063                 | 84     |
| 85    | 2064                 | 85     |
| 86    | 2065                 | 86     |
| 87    | 2066                 | 87     |
| 88    | 2067                 | 88     |
| 89    | 2068                 | 89     |
| 90    | 2069                 | 90     |
| 91    | 2070                 | 91     |
| 92    | 2071                 | 92     |
| 93    | 2072                 | 93     |
| 94    | 2073                 | 94     |
| 95    | 2074                 | 95     |
| 96    | 2075                 | 96     |
| 97    | 2076                 | 97     |
| 98    | 2077                 | 98     |
| 99    | 2078                 | 99     |
| 100   | 2079                 | 100    |

Are you a partner of Philippine Educational Placement Test (PEPT) for JHS Level?

No ☐ Yes ☐

**Are you a passer of Accreditation and Equivalency (A&E) Test for JHS Level?**

No.  Vol.

Name of Community Learning Center: \_\_\_\_\_  
 (LA HL 5015.2)(C)

ADDRESS (City/Town or Province)

2. **SENIOR HIGH SCHOOL (SHS) APPLIED FOR:** Choose from the list of schools offering SHS (up to two choices allowed). Do not indicate the same SHS twice. Make sure that the track (Academics, TVL, Sports, Arts and Design), strand (STEM, ABM, HUMSS and GAS), or TVL specialization choices are the SHS indicated. Write the **COMPLETE** program offering (track- strand or specializations) of your choice in the box provided. Write **NONE** in the box if you do not have a second choice program of school.

Name of First Choice SHS (Do not abbreviate)

Address (City/Town or Province)

First Choice Program:

Second Choice Program: \_\_\_\_\_

|                                               |  |
|-----------------------------------------------|--|
| Name of Second Choice SHS (Do not abbreviate) |  |
| Address (City/Town or Province)               |  |
| First Choice Program:                         |  |
| Second Choice Program:                        |  |

**9. PERMANENT HOME ADDRESS**

|                         |                 |
|-------------------------|-----------------|
| House Number and Street |                 |
| Subdivision/Barangay    |                 |
| Town/City               |                 |
| Province                |                 |
|                         | Postal/Zip Code |

**10. CONTACT INFORMATION**

|                  |  |
|------------------|--|
| Telephone Number |  |
| E-mail Address   |  |

I affirm that:

- (1) I have read the information contained in DepEd Order No. 41 and s. 2015 and understood all the instructions in connection with my registration;
- (2) I have been made aware of the SHS tracks and the importance of choosing the right career path through the Career Guidance Program;
- (3) The preferences supplied in this slip are a result of a well-informed decision making as discussed with my parent(s)/guardian; and
- (4) I will abide by the DepEd rules and policies in relation to the SHS program.

Furthermore, I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that my personal details will be kept confidential.

|                                                                                                                                                                                                 |                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <p>Signature over Printed Name of the Student</p> <p>_____</p> <p style="text-align: center;">Date</p> | <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <p>Signature over Printed Name of the Parent/Guardian</p> <p>_____</p> <p style="text-align: center;">Date</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

THIS REGISTRATION FORM IS NOT FOR SALE AND MAY BE REPRODUCED.

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