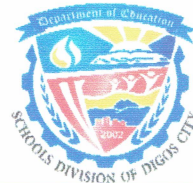




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 093-D, s. 2018

January 25, 2018

Conduct of Early Registration

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Planning Officer
School Heads

1. In pursuance to DepEd Order No. 6, s. 2017, re: Multi-Year Implementing Guidelines on Early Registration, all schools are directed to conduct the Early Registration from January 27 to February 24, 2018.
2. For proper guidance, it is emphasized that schools, as well as CID personnel as monitors, should review thoroughly DepEd Order No. 6, s. 2017.
3. The Public Schools District Supervisors, except those assigned in DICNHS, are expected to monitor and provide technical assistance to cluster-schools of their jurisdiction within January 27-February 24, 2018, while the Education Program Supervisors shall do the same following their school assignment articulated below.

EPS/PSDS	School Assignment
Imelda Cardines	Bagumbuhay ES, Abawag ES, Don Mariano Marcos ES, Aplaya ES
Ronilyn Nieves	Igpit ES, Dawis ES, Badiang ES, C. Nonol ES
Joan Niones	P. Garcia ES, Cogon ES, G. Reusora CES, Soong ES
Analiza Almazan	Kibanaban ES, Dulangan ES, Digos Central ES, Abalayan ES
Maryglor D. Tabanao	Lungag ES, Ramon Magsaysay CES, P. Dawis NHS, Igpit HS
Tito Endrina	Maniapao ES, R. Saplala ES, Kapatagan NHS & SHS, Colorado ES
Epe Grace Presto	Damñas ES, J. Alberca ES, Ruparan ES, Alferez ES
Neil Bungcayao	Rizal CES, N. Isidro ES, Balabag NHS
Vicente Laburada	Matti ES, Binaton ES, Balabag ES, Aplaya HS
Valeriano Y. delos Reyes	Apolandia ES, Marawer ES, Soong Annex NHS
Luzminda Jasmin	San Miguel ES, Basalan ES, Mahayayhay ES, Matti NHS and SHS
Ida I. Juezan	Digos City NHS, Digos City SHS – Stand Alone, Ruparan JHS & SHS, Goma NHS

4. Schools are also directed to forward to the Division Planning Officer their daily enrolment, in electronic form, from January 27-February 24, 2018 indicating therein the grade level and the sexes.
5. Attached is a copy of DepEd Order No. 6, s. 2017, the template for Summary of Enrolment during Early Registration, and the Monitoring Tool to be used by monitors.
6. Deadline on Submission of Report on Summary of Enrolment to the Planning Office, as well as the Monitoring Report to the CID Office, is February 26, 2018.
7. For guidance and compliance.


DR. WINNIE E. BATOON, CESE

Officer in Charge 

Office of the Schools Division Superintendent

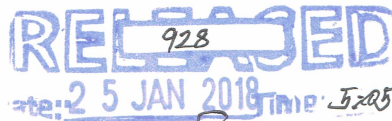
Encls: Copy of DepEd Order No. 6, s. 2018, Summary Enrolment Template and Monitoring Tool

References: DepEd Order No. 6, 2018

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

SUBJECT

BSD:Conduct of Early Registration
25 January 2018


928
25 JAN 2018
5:20 PM



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City



MONITORING REPORT ON THE CONDUCT OF EARLY REGISTRATION
January 27 – February 24, 2017

Name of School : _____ Date Monitored: _____
Name of Principal : _____ Monitor/Signature: _____

INDICATORS	Done	Not Done	MOVs	REMARKS
	(Pls. check)			
1. Use of action plan				
2. Advocacy campaign activities done to find children and youth not currently enrolled				
a. Hanging of tarpaulins/streamers and provision of advocacy materials				
b. Conduct of recorrida				
c. House-to-house campaigns				
d. Meeting with parents				
e. Meeting with local barangay officials or Barangay Council for the Protection of Children (BCPC)				
f. Meeting with civic organizations				
g. Meeting with People’s Organizations				
h. Meeting with other stakeholders (pls. specify)				
3. Putting up of Early Registration Center within the school premises, and assigning somebody to take charge of the registration from January 27 to February 24, 2018				
4. Availability of School Forms containing enrolment for the following:				
a. Kindergarten				
b. Dropped-out returning to school				
c. Children or youth who stopped schooling but returning to school				
d. IP Enrolees				
e. SPED Enrolees				
f. ALS Enrolment				
g. ADM Enrolment				
5. Coordinating with other schools for Gr. 7 and Grade 11 enrolment				
6. Coordinating with Division SPED Focal Person for registration of children with special needs				
7. Submission of Total Daily Enrolment to the Planning Office in electronic form				

Issues/Concerns/Problems:

Technical Assistance Provided:



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
Schools Division of Digos City



_____ School
Name of School

**SCHOOL REPORT ON SUMMARY OF ENROLMENT
DURING EARLY REGISTRATION**

	Grade Level	Sex		TOTAL	Number of Registrants Per Category					Remarks
		M	F		Regular	IP	OSC/ OSY/ Dropped- Out	Muslim	Student with Special Needs (SPED)	
A	Elementary									
	Kindergarten									
	Grade 1									
	Grade 2									
	Grade 3									
	Grade 4									
	Grade 5									
	Grade 6									
	ADM									
	ALS									
	TOTAL									
B	Junior High School									
	Grade 7									
	Grade 8									
	Grade 9									
	Grade 10									
	ADM									
	ALS									
	TOTAL									
C	Senior High School									
	Grade 11									
	Grade 12									
	ADM									
	ALS									
	TOTAL									

Submitted by:

School Head
(Signature Over Printed Name)

Noted/Reviewed:

PSDS In-Charge
(Signature Over Printed Name)



Republic of the Philippines
Department of Education

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 enrolled 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 enrolled 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.
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 enroled 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.