



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



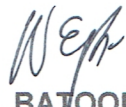
**DIVISION MEMORANDUM**  
No. 096, s. 2019

January 29, 2018

**REGIONAL MEMORANDUM NO. 13, S. 2019**  
**RE: 2019 EARLY REGISTRATION AND CONDUCT OF THE PUPILS/STUDENTS**  
**AND TEACHERS' HEAD AND WARM-BODY COUNTING**

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

1. In pursuance to DepEd Order No. 3, s. 2018 on Basic Education Enrollment Policy particularly on Section V.A which states that "*Early registration of incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall be conducted from the last Saturday of January to the last Friday of February of each Year*", this Office reiterates that, for School Year 2019-2020, the Early Registration for Kindergarten, Grades 1, 7 and 11 commences on January 26 and ends on February 22, 2019.
2. In connection thereto, as stipulated in Regional Memorandum No. 013, s. 2019, the Regional Field Technical Assistance Composite Team (RFTACT) will conduct the Monitoring of the 2019 Early Registration and the Pupils/Students and Teachers' Head and Warm-Body Counting on January 26 to February 22, 2019 in schools throughout the Region.
3. The activity aims to:
  - a) monitor implementation of the 2019 Early Registration for Kindergarten, Grades 1, 7 and 11; and
  - b) establish baseline data on ACCESS for Needs Assessment and Provision of Technical Assistance.
4. The assigned Regional Personnel/RFTACT for Digos City are Mr. Danilo Dohinog (Chairman) and Ms. Mariane Bitacura (Member).
5. All schools are advised to update their LIS and fill out the needed information regarding the said Early Enrollment activity.
6. Attached is the Monitoring Tool to be used by the RFTACT during the said activity.
7. For information, guidance and widest dissemination.

  
**WINNIE E. BATOON, EdD**  
Officer in Charge

Office of the Schools Division Superintendent

Encls: Monitoring Tool

References: DepEd Order No. 3, s. 2018 and Reg'l Memorandum No. 13, s. 2019

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

SUBJECT Early Enrollment Monitoring

BSD: 2019 EARLY REGISTRATION AND CONDUCT OF THE PUPILS/STUDENTS  
AND TEACHERS' HEAD AND WARM-BODY COUNTING  
January 29, 2019

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**  
27135

DATE: **FEB 01 2019** TIME: **10:44**

BY: 





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
 Davao City



**REGIONAL MEMORANDUM**

No. 013, s. 2019

TO : Schools Division Superintendents  
 Chiefs of all Functional Divisions

SUBJECT : **2019 EARLY REGISTRATION AND CONDUCT OF THE  
 PUPILS/STUDENTS AND TEACHERS' HEAD AND WARM-BODY  
 COUNTING**

DATE : January 16, 2019

DepEd Schools Division of Davao City  
 RECORDS SECTION



**RECEIVED**

27135

DATE: JAN 24 2019 TIME: 12:55 PM

BY: \_\_\_\_\_

1. Pursuant to DepEd Order No.3, s.2018 on Basic Education Enrollment Policy particularly on Section V.A which states that "Early registration of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from the last Saturday of January to the last Friday of February of each Year". For SY 2019-2020, the **Early Registration for Kindergarten, Grades 1, 7, and 11** shall commence on January 26 and ends on February 22, 2019.
2. As a re-affirmation to the effort exerted by the Department of Education in achieving the ideal class size and student-teacher ratio, the DepEd ROXI directs all members of the Regional Field Technical Assistance Composite Team (RFTACT) to conduct the **Monitoring of the 2019 Early Registration and the Pupils/Students and Teachers' Head and Warm-Body Counting** on January 26 up to February 22, 2019 at the Schools Division Offices (SDOs), this Region.
3. This activity aims to:
  - a. monitor implementation of the 2019 Early Registration for Kindergarten, Grades 1, 7, and 11; and
  - b. establish baseline data on ACCESS for Technical Assistance Needs Assessment and Provision.

4. Find below is the list of RFTACT's assignment to wit:

A. Overall

|            |                                      |                             |
|------------|--------------------------------------|-----------------------------|
| Chair      | Atty. Alberto T. Escobarte, CESO III | Regional Director           |
| Vice Chair | Dr. Evelyn R. Fetalvero, CESO V      | OIC-Asst. Regional Director |
| Members    | Dr. Mary Jeanne B. Aldeguez          | Chief, FTAD                 |
|            | Dr. Roy T. Enriquez                  | OIC Chief, QAD              |
|            | Dr. Janette G. Veloso                | Chief, CLMD                 |
|            | Dr. Marilyn B. Madrazo               | Chief, PPRD                 |
|            | Dr. Warlito E. Hua                   | Chief, ESSD                 |
|            | Dr. Lorna F. Mapinogos               | Chief, HRDD                 |
|            | Dr. Mariblanca P. Piatos             | OIC Chief, Admin            |
|            | Mr. Angelito M. Enrile               | OIC Chief, Finance          |

Empowerment Adaptability Goal-oriented Leadership Excellence

ROXIF-RM-IF101

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 Website: www.depedroxi.ph



B. RFTACT

| Team     |                              | Designation          | SDO Assignment   |
|----------|------------------------------|----------------------|------------------|
| Chair:   | Dr. Maria Cielo Estrada      | EPS                  | Davao City       |
| Members: | Ms. Nelly Clemencia S. Fabia | Nutritionist II      |                  |
|          | Dr. Marra Medrano            | Dentist III          |                  |
|          | Dr. Gemima Galang            | AOV                  |                  |
| Chair:   | Dr. Manuel Vallejo           | EPS                  | Davao del Sur    |
| Members: | Dr. Florence Victoria        | EPS                  |                  |
|          | Ms. Maria Cristina Dionesio  | EPS II               |                  |
| Chair:   | Dr. George Wong              | EPS                  | Davao Occidental |
| Members: | Dr. Alfeo Ingay              | EPS                  |                  |
|          | Dr. Brenda Belonio           | EPS                  |                  |
| Chair:   | Dr. Renato Pacpakin          | EPS                  | Davao del Norte  |
| Members: | Mr. Jenielito Atillo         | EPS                  |                  |
|          | Ms. Janice Gamalong          | AOV                  |                  |
| Chair:   | Ms. Isidra Despi             | EPS                  | Davao Oriental   |
| Members: | Ms. Mary Jane Mejorada       | MTII/LRMDS Designate |                  |
|          | Ms. Analiza Almazan          | Detailed LRMD EPS    |                  |
| Chair:   | Dr. Isidora Cermino          | PI/SBM Coordinator   | Mati City        |
| Members: | Mr. John Arnel Villacorte    | PDO II               |                  |
| Chair:   | Ms. Jesselyn Dela Cuesta     | EPS                  | Panabo City      |
| Members: | Dr. Danilo Canda             | EPS                  |                  |
| Chair:   | Dr. Pedelina Huevos          | EPS                  | Tagum City       |
| Members: | Engr. Alim Maguindanao       | PDOIV                |                  |
| Chair:   | Dr. Danilo Dohinog           | EPS                  | Digos City       |
| Members: | Ms. Mariano Bitacura         | EPSII                |                  |
| Chair:   | Dr. Maricel Langahid         | EPS                  | Samal City       |
| Members: | Mr. Ronnie S. Mercado        | EPS                  |                  |
| Chair:   | Dr. Maflor Dingal            | EPS                  | ComVal           |
| Members: | Ms. Agnes Sagsagat           | EPS                  |                  |
|          | Dr. Jefffrey Bernabe         | PDO II               |                  |

5. All schools are advised to update their LIS and fill out the needed information regarding the said early enrollment activity.

6. Minimum requirement of each RFTACT Team to monitor is the following:

| Category | Elementary | JHS | SHS |
|----------|------------|-----|-----|
| Small    | 15         | 5   | 1   |
| Medium   | 15         | 5   |     |
| Large    | 5          | 3   |     |
| Total    | 35         | 13  | 1   |

Grand Total = 49

7. Furthermore, all monitoring reports with attached monitoring tools shall be submitted to the FTAD Office on **March 1, 2019**, attention: *Ronnie S. Mercado, EPS-FTAD*.

8. Attached is the approved monitoring tool to be used during the said activity.

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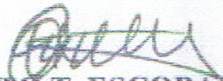
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9. Travel and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
10. For information and widest dissemination.

  
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Director IV

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION  
**RELEASED**  
By:   
Date: 01/24/19 Time: 11:11  
1901-7404

Enclosed as stated:  
Reference: DO No.3, s.2018  
To be indicated in the perpetual Index  
under the following subjects:

ACTIVITIES      MONITORING      PROGRAMS      SCHOOL

RM/RFTACT  
ROF3/rsm

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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
Davao City



**2019 Early Enrollment and Pupils/Students and Teachers' Head and Warm-Body Counting  
Monitoring tool**

Objectives: a. To monitor implementation of Early Registration for Kindergarten, grades 1, 7, and 11; and  
b. establish baseline data on ACCESS for Technical Assistance Needs Assessment and Provision.

Date : \_\_\_\_\_ Name of School : \_\_\_\_\_  
Division : \_\_\_\_\_ School Head : \_\_\_\_\_

School Type (pls check):

Primary ☐  
Elementary ☐  
Secondary ☐  
SHS Stand Alone ☐  
IP School ☐

Integrated School  
a. Elem. and Sec. ☐  
b. JHS and SHS ☐

Special Programs Implemented

(eg. STE/SPA/ALIVE, and etc.) \_\_\_\_\_

School Status:

*The school is an established school*  
*The school has an extension school*  
*The school is an extension school*

Yes No  
☐ ☐  
☐ ☐  
☐ ☐

Grade Level: \_\_\_\_\_

| Section      | No of Pupils/Students |              | Variance | No. of Advisers | Remarks |
|--------------|-----------------------|--------------|----------|-----------------|---------|
|              | Enrollment            | Actual Count |          |                 |         |
|              |                       |              |          |                 |         |
|              |                       |              |          |                 |         |
|              |                       |              |          |                 |         |
|              |                       |              |          |                 |         |
| <b>Total</b> |                       |              |          |                 |         |

No. of Floating Teachers: \_\_\_\_\_  
Total No. of Teachers : \_\_\_\_\_

Grade Level: \_\_\_\_\_

| Section      | No of Pupils/Students |              | Variance | No. of Advisers | Remarks |
|--------------|-----------------------|--------------|----------|-----------------|---------|
|              | Enrollment            | Actual Count |          |                 |         |
|              |                       |              |          |                 |         |
|              |                       |              |          |                 |         |
|              |                       |              |          |                 |         |
|              |                       |              |          |                 |         |
| <b>Total</b> |                       |              |          |                 |         |

No. of Floating Teachers: \_\_\_\_\_  
Total No. of Teachers : \_\_\_\_\_

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Grade Level: \_\_\_\_\_

| Section | No of Pupils/Students |              | Variance | No. of Advisers | Remarks |
|---------|-----------------------|--------------|----------|-----------------|---------|
|         | Enrollment            | Actual Count |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
| Total   |                       |              |          |                 |         |

No. of Floating Teachers: \_\_\_\_\_  
Total No. of Teachers : \_\_\_\_\_

Grade Level: \_\_\_\_\_

| Section | No of Pupils/Students |              | Variance | No. of Advisers | Remarks |
|---------|-----------------------|--------------|----------|-----------------|---------|
|         | Enrollment            | Actual Count |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
| Total   |                       |              |          |                 |         |

No. of Floating Teachers: \_\_\_\_\_  
Total No. of Teachers : \_\_\_\_\_

Grade Level: \_\_\_\_\_

| Section | No of Pupils/Students |              | Variance | No. of Advisers | Remarks |
|---------|-----------------------|--------------|----------|-----------------|---------|
|         | Enrollment            | Actual Count |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
|         |                       |              |          |                 |         |
| Total   |                       |              |          |                 |         |

No. of Floating Teachers: \_\_\_\_\_  
Total No. of Teachers : \_\_\_\_\_

**Early Registration Count**

| Grade Level  | Male | Female | Remarks/Issues and Concerns |
|--------------|------|--------|-----------------------------|
| Kindergarten |      |        |                             |
| Grade 1      |      |        |                             |
| Grade 7      |      |        |                             |
| Grade 11     |      |        |                             |
| Total        |      |        |                             |

Note: please use additional sheet if necessary

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## Consolidation Form

| Grade Level        | No. of Pupils/Students |              | Variance | No. of Teachers | Remarks |
|--------------------|------------------------|--------------|----------|-----------------|---------|
|                    | Enrollment             | Actual Count |          |                 |         |
| Kindergarten       |                        |              |          |                 |         |
| Grade 1            |                        |              |          |                 |         |
| Grade 2            |                        |              |          |                 |         |
| Grade 3            |                        |              |          |                 |         |
| Grade 4            |                        |              |          |                 |         |
| Grade 5            |                        |              |          |                 |         |
| Grade 6            |                        |              |          |                 |         |
| Sub-total          |                        |              |          |                 |         |
| Grade 7            |                        |              |          |                 |         |
| Grade 8            |                        |              |          |                 |         |
| Grade 9            |                        |              |          |                 |         |
| Grade 10           |                        |              |          |                 |         |
| Grade 11           |                        |              |          |                 |         |
| Grade 12           |                        |              |          |                 |         |
| Sub-total          |                        |              |          |                 |         |
| <b>Grand Total</b> |                        |              |          |                 |         |

Attested:

\_\_\_\_\_  
Monitoring Official

Conforme:

\_\_\_\_\_  
School Head

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