



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

24 January 2025

### DIVISION MEMORANDUM

No. **060** s. 2025

#### EARLY REGISTRATION FOR THE SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public & Private Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to **DepEd Order No. 03, s. 2018** titled **Basic Education Enrollment Policy** and **DepEd Order No. 09, s. 2024** titled **Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025**, this office informs the field of the conduct of Early Registration for the School Year 2025-2026 which is scheduled from **January 25 to February 15, 2025**.
2. Relative to this, all public elementary and secondary schools shall update or encode incoming Kindergarten, Grade 1, 7 and 11 learners in the Early Registration Facility of the Learner Information System (LIS) using the Basic Education Enrollment Form to ensure that all learners information and other data are properly reported. Likewise, they may also encode the prospective enrollment to get an overall picture of the expected enrollees for the next school year.
3. Private schools are encouraged to conduct their respective early registration activities within the same period.
4. School heads are reminded to strictly enforce and implement the kindergarten cut-off age stipulated in DO. 020, s. 2018 titled Amendment to DepEd Order No. 47, s. 2016, also known as the Omnibus Policy on Kindergarten Education.
5. For other queries and concerns you may contact Ms. Marife R. Lagar, Planning Officer III through the email address [marife.lagar@deped.gov.ph](mailto:marife.lagar@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

**CELEDONIO B. BALDERAS JR.** *acc*  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Order No. 44, S. 2015  
To be indicated in the Perpetual Index  
under the following subjects:

#### EARLY REGISTRATION

SGOD – early registration for the school year 2025-2026  
SGOCEBG9-002371/January 24, 2025



Address: Brgy. Potol, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://www.sdotayabascity.ph>