



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

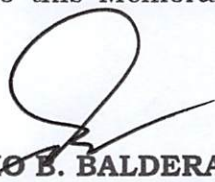
03 February 2026

DIVISION MEMORANDUM  
No. 077 s. 2026

**MONITORING OF THE CONDUCT OF EARLY REGISTRATION FOR  
SCHOOL YEAR 2026-2027**

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

1. In reference to **DepEd Order No. 012, s. 2025** titled **Multi-year Implementing Guidelines on the School Calendar and Activities** specifically the conduct of **Early Registration** of incoming Kindergarten learners, learners entering basic education for the first time, incoming Grades 1, 7, and 11, and potential ALS learners and the **Division Memorandum No. 054, s. 2026** titled **Conduct of Early Registration for SY 2026-2027**, this Office announces the monitoring schedule of this activity.
2. This aims to ensure smooth conduct of early registration and active involvement of stakeholders in ensuring that all school-age children are in school.
3. Attached in this Memorandum is Enclosure 1 Early Registration Monitoring tool and Enclosure 2 Monitoring Assignment.
4. Immediate dissemination of and strict compliance to this Memorandum is desired.

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

Encl.: As stated  
References: DepEd Order No. 012, s. 2025  
Division Memorandum No. 054, s. 2026  
To be indicated in the Perpetual Index  
under the following subjects:

CALENDAR  
LEARNERS  
REGISTRATION

SGOD- monitoring of the conduct of early registration for school year 2026 - 2027  
SGOBR9FP-004260/February 3, 2026



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Enclosure 1

**EARLY REGISTRATION MONITORING TOOL**

**Name of School:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Date of Monitoring:** \_\_\_\_\_

Indicators	Suggested MOVs	Observed	Not Observed	Remarks
The school conducts intensive child mapping activity to ensure that all registrants for Kindergarten, G7 and G11 are registered.	Photo documentation			
The school has reproduced advocacy campaign materials and posted them to various strategic locations.	Brochures/Posters/Advocacy Campaign Materials			
The school has posted in its social media account/web page advocacy campaign materials.	Screen shots of Social Media/Web posts			
The school involves the parents, local barangay officials, civic organizations, alumni, and other stakeholders in the conduct of information dissemination and advocacy campaign.	MOU, MOA, Agreement Form, Request Letter, Attendance Sheet, Accomplishment Report, etc			
<p>The school locates the learners who may be characterized as:</p> <p>a. Living with disability/ies.</p> <p>b. Living in an off-grade community</p> <p>c. Living in a barangay without a school.</p> <p>d. Living in a geographically isolated area</p> <p>e. Displaced due to natural disaster</p> <p>f. Living in an armed conflict area</p> <p>g. Living in an area with high levels of criminality or drug abuse.</p> <p>h. Having chronic illness.</p>	School Documentation			

i. Having nutritional problem/s. j. Victim of child abuse/economic exploitation. k. Stateless/undocumented. l. In conflict with the law. m. Living on the streets n. No longer in school but interested in going back to school.				
The school has enrolment help desk and deploys a person in charge to assist early registrants.	Enrolment Help Desk Photo, Schedule of personnel/stakeholder manning the help desk			
The school keeps its LIS account updated on pre-registered learners.	LIS report			
The school checks on the eligibility and documentary requirements of the learners to ensure that all learners will have submitted the necessary documents during enrolment proper.	School Documentation/ Checklist of Enrolment Requirements			
The school accommodates transferees and assist them for the request for transfer of credentials.	School Documentation/ List of Transferees			
The school implements the kindergarten learner cut-off age stipulated in DO 020, s. 2018 that is, kindergarten learners should be five years old by July 1, with an extension period until September 30, if their schools open the school year in July; and by August 1, with an extension period until October 31, if their schools open the school year in August.	School Documentation/List of Kindergarten Learners			
The school utilizes of Basic Education Enrolment Form either print or electronically generated.	Accomplished Basic Education Enrolment Form			
The school does not collect any amount from the early registrants.	Signboard like: No Fees to be Collected, Enrolment is for Free, etc.			
The school submits reports during the early registration and actual enrollment.	School Reports			

**Comments and Suggestions**

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Prepared by:

Name of Monitoring Official: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Conformed:

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosure 2

**DIVISION MONITORING OFFICIALS**

Monitoring Officials	Schools	School Heads
Montano L. Agudilla Jr	Alsam Integrated School	Lorynel C. De Sagun
	Busal Integrated School	Lilibeth B. Vargas
	Ilasan Integrated School	Michael M. Safred
	Lawigue Elementary School	Wenefredo B. Baylongo
	Katigan Alupay Elementary School	Ronald O. Hugo
	Talolong Integrated School	Adrian N. Naynes
	Private Schools	c/o Maria Aurora Santos (President, Private Schools Association)
Maria Corazon A. Borbon	Buenaventura Alandy National high School	Cherry G. Hugo
	Potol Elementary School	Dennis O. Labita
	Luis Palad Integrated High School	Gener C. Delos Reyes
	Rosario Quesada National High School	Rempson P. Sumilang
	West Palale National High School	Joy B. Go
	Dapdap Integrated School	Mary Grace M. Cabile
Joan Kathleen T. Brizuela	Domoit Elementary School	Baby Lyn T. Olandes
	Mayuwi Integrated School	Joel N. De La Cruz
	Froilan E. Lopez Elementary School	Roderick O. Hugo
	Kalumpang Elementary School	Honesto P. Caagbay Jr.
	Gibanga Elementary School	Aldwin B. Capistrano
	Malao-a/Calantas Elementary School	Elpidia C. Palayan
Ariel C. Cabuyao	East Palale Elementary School	Teresa E. Andaya
	South Palale Elementary School	Ingrid A. Palad
	North Palale Elementary School	Luz A. Pacaigue
	West Palale Elementary School	Corazon M. Oabel
	Eugenio Francia Integrated School	Emelia R. Eclarin
	Mate Integrated School	Evelyn R. Palambiano
	Pandakake Integrated School	Democrito C. Cabile Jr.
Nicole May L. Lumanglas	Tayabas East Central School	Ronan R. Ranillo
	Tayabas West Central School II	Girlie A. Abaricia
	Tayabas West Central School I	Lea A. Cosico
	Tayabas West Central School III	Natalia A. Andaya
	Tayabas West Central School IV	Julieta M. Labita
	CJQES (Wakas ES)	Rowena O. Sabiduria

La Trisha R. Dalit	Lakawan Elementary School	Larvin O. Labrada
	Tayabas City National High School	Larvin O. Labrada
	Lalo Elementary School	Regicelle D. Cabaysa
	Ipilan-Alitao Elementary School	Alona C. Crisanto
	ALS Learning Centers	Loreto Pernia
	Masin Elementary School	Arlene D. Pagana
	Valencia Elementary School	Reniel C. Cabuyao



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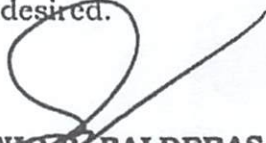
27 January 2026

DIVISION MEMORANDUM  
No. 054 s. 2026

**CONDUCT OF EARLY REGISTRATION FOR SY 2026-2027**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. With reference to **DepEd Order No. 012, s. 2025**, titled "**Multi-Year Implementing Guidelines on the School Calendar and Activities**", this Office reminds all school heads that **Early Registration** of incoming **Kindergarten**, learners, learners entering basic education for the first time (such as **Out-of-School Youth and Adults (OSYA) transferees** into public schools, **incoming Grades 1, 7, and 11**, and potential **ALS learners** shall be conducted on **January 31 to February 27, 2026**. Incoming Grades 2-6, Grades 8-10 and Grade 12 are considered pre-registered.
2. All schools are encouraged to involve parents, local barangay officials, civic organizations, people's organizations and other stakeholders in the conduct of Information Dissemination and Advocacy Campaign to raise public awareness.
3. For the early registration procedures, schools are advised to refer to **DepEd Order No. 17, s. 2025**, titled "**Revised Basic Education Enrollment Policy**".
4. All teaching and non-teaching personnel involved in the conduct of early registration activities during weekends and holidays are given service credit for the services rendered as per **DepEd Order No. 13, s. 2024** and compensatory overtime credit for non-teaching personnel as per **CSC and DBM Joint Circular No. 2, s. 2004**, subject to proper documentation and verification by the concerned personnel of the Schools Division Office.
5. Immediate dissemination of this Memorandum is desired.

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

DIVISION MEMORANDUM  
No. 054 s. 2026

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Encl.: None

References: DepEd Order No. 012, s. 2025

DepEd Order No. 17, s. 2025

DepEd Order No. 13, s. 2024

CSC and DBM Joint Circular No. 2, s. 2004

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

REGISTRATION  
LEARNERS  
SCHOOL

SGOD- conduct of early registration for sy 2026-2027  
SGOL19BS-004216/January 27, 2026