



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

24 MAR 2022

DIVISION MEMORANDUM
 No. 196. s. 2022

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

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

1. With reference to DepEd Memorandum No 017, s. 2022 dated March 21, 2022, this Office announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted from March 25 to April 30, 2022.
2. Relative thereto, all public and private schools are encouraged to conduct early registration activities on the said dates following the health and safety protocols. Please be guided with DepEd Order (DO) No. 03, s. 2018 or the Basic Education Policy which stipulates that all incoming Kindergarten, Grades 1, 7, and 11 learners shall pre-register. Grades 2-6, 8-10 and 12 are considered pre-registered and will not need to participate in the early registration.
3. To ensure effective implementation of this activity, all school heads are requested to prepare work plan and/or advocacy campaign on early registration.
4. Attached herewith is the DepEd Memorandum No. 017, s. 2022 for your reference.
5. For the daily updating of early registration and other LIS concerns, you may contact Ms. Marife R. Lagar Planning Officer III through email at marife.lagar@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent



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Republic of the Philippines
Department of Education

21 MAR 2022

DepEd MEMORANDUM
No. **017**, s. 2022

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
School Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the incoming class opening, the Department of Education (DepEd) announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted **from March 25 to April 30, 2022**, nationwide.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the **Basic Education Enrollment Policy**, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming school year. Grades 2-6, 8-10, and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head or school administrator account. Schools shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners and other data such as preferred learning modality are obtained properly.
4. Schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
5. In the context of the prevailing COVID-19 public health emergency, the conduct of the early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, **Amendment to DepEd Order No. 47, s. 2016**.

7. For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.emisd@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (No. 03 and 020, s. 2018)



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

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