



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

11 MAY 2023

DIVISION MEMORANDUM
No. 090 s. 2023

EARLY REGISTRATION FOR SCHOOL YEAR (SY) 2023-2024

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

1. With reference to **DepEd Order No. 010, s. 2023** titled **Amendment to DepEd Order No. 03, s. 2018** (Basic Education Enrollment Policy), this Office announces that the conduct of **Early Registration for SY 2023-2024** is scheduled on **May 10 to June 9, 2023**.
2. Public school heads are reminded of the provision in DO 03, s. 2018 that all incoming Kindergarten, Grades 1, 7, and 11 learners shall pre-register. While Grades 2-6, 8-10, and 12 learners are considered pre-registered, thus they do not need to participate in the early registration. Also, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
3. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as provided in DepEd Order No. 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
4. To ensure effective implementation of this activity, all school heads are requested to prepare work plan and/or advocacy campaign on early registration.
5. Attached herewith is the DepEd Order No. 010, s. 2023 for your reference.
6. For more information and queries on the daily updating of early registration in the LIS, you may contact Ms. Marife R. Lagar, Planning Officer III through email at marife.lagar@deped.gov.ph.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.:

As stated

References:

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

DepEd Order No. 010 s. 2023

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

ENROLMENT



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Republic of the Philippines
Department of Education

DepEd ORDER
No. 010, s. 2023

MAY 09 2023

AMENDMENT TO DEPED ORDER NO. 03, s. 2018
(Basic Education Enrollment Policy)

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

RECEIVED

Date: 05-10-2023 Time: 11:13
Control No. 651021-

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 03, s. 2018, or the Basic Education Enrollment Policy which institutionalized an efficient enrollment process in public and private schools and state/local universities and colleges (SUCs/LUCs), as well as provides the schedule of the conduct of early registration.
2. With the shift of the beginning of the school year (SY) from June to August in the previous years, the Department amends the schedule of the conduct of early registration in Paragraph V.A which shall read as follows:

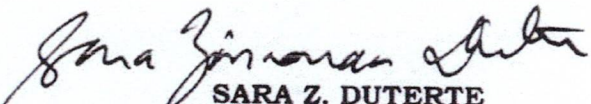
V. Enrollment Procedure

A. Early Registration

Early registration for the school year 2023-2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from May 10 to June 9, 2023.

3. Also, this reiterates the provision in DO 03, s. 2018, that all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow DepEd to make the necessary preparations and adjustments of plans for the incoming SY 2023-2024. While incoming Grades 2-6, 8-10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
4. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.

5. Public elementary and secondary 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.
6. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
7. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
8. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2023–2024, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.
9. All other provisions of DO 03, s. 2018, not otherwise affected or amended by this DepEd Order, shall remain valid and effective unless otherwise amended by other DepEd issuances.
10. This DepEd Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
11. 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.
12. Immediate dissemination of and strict compliance with this Order is directed.


SARA Z. DUTERTE
Vice President of the Republic of the Philippines
Secretary of the Department of Education

References:

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

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

AMENDMENT
ADMISSION
ENROLLMENT

KINDERGARTEN EDUCATION
LEARNERS
POLICY





BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year - Grade level to Enroll:

Check the appropriate box only

1. With LRN? ☐ Yes ☐ No2. Returning (Balik-Aral) ☐ Yes ☐ No

INSTRUCTIONS:

Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration) Learner Reference No. (LRN) Last Name Birthdate (mm/dd/yyyy) Place of Birth (Municipality/City) First Name Sex ☐ Male ☐ FemaleAge Mother Tongue Middle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community

☐ Yes ☐ NoIf Yes, please specify: Extension Name e.g. Jr., III (if applicable) Is your family a beneficiary of 4Ps? ☐ Yes ☐ NoIf Yes, write the 4Ps Household ID Number below Is the child a Learner with Disability? ☐ Yes ☐ No

If Yes, specify the type of disability:

☐ Visual Impairment☐ Hearing Impairment☐ Learning Disability☐ Intellectual Disability☐ a. blind☐ Autism Spectrum Disorder☐ Emotional-Behavioral Disorder☐ Orthopedic/Physical Handicap☐ b. low vision☐ Speech/Language Disorder☐ Cerebral Palsy☐ Special Health Problem/ Chronic Disease☐ Multiple Disorder☐ a. Cancer

Current Address

House No. Sitio/Street Name Barangay Municipality/City Province Country Zip Code

Permanent Address

Same with your Current Address? ☐ Yes ☐ NoHouse No./Street Street Name Barangay Municipality/City Province Country Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name

Last Name First Name Middle Name Contact Number

Mother's Maiden Name

Last Name First Name Middle Name Contact Number

Legal Guardian's Name

Last Name First Name Middle Name Contact Number

For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

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For Learners in Senior High School

Semester ☐ 1st ☐ 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

☐ Modular (Print)

☐ Online

☐ Radio-Based Instruction

☐ Blended

☐ Modular (Digital)

☐ Educational Television

☐ Homeschooling

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date