



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM

No. 023 s. 2018

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
DIVISION UNIT HEADS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLSC
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, Ph. D.
OIC-Schools Division Superintendent

SUBJECT : EARLY REGISTRATION FOR KINDERGARTEN TO GRADE 12, SY 2018-2019

DATE : January 23, 2018

This office reminds the field of the conduct of Early Registration for Kindergarten to Grade 12, SY 2018-2019 starting January 27 to February 28, 2018.

It is understood that schools will employ strategies to advocate campaign for this activity.

Attached herewith are the monitoring tool, form and assignment of monitoring officials for your information and guidance.

Please disseminate this Memorandum to all concerned at the soonest time possible.

SGOD-Plan – Early Registration for Kindergarten to Grade 12, SY 2018-2019
DM - 023 /01/23/2018



where excellence is a habit and allegiance for quality is a pledge.

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We are an emerging division



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MONITORING TOOL FOR THE CONDUCT OF EARLY REGISTRATION

Name of School

Date

School Head

Monitoring Official

General Impression: ____ Ready; ____ Not ready (Please check one)

Directions: Please check your HONEST response on the following indicators. Write your significant or insignificant observation in any of the items below.

INDICATORS	EVIDENT	NOT EVIDENT	MEASURES/RECOMMENDATIONS
1.PRE-PLANNING:			
Proper coordination w/ the Barangay Council was observed.			
Early display of tarpaulin was done.			
Varied advocacy campaign strategies were applied (e.g. home visit; coordinate to barangay; census; bandillo etc.).			
Forms needed are prepared ahead of time.			
2.STRATEGIES EMPLOYED DURING EARLY REGISTRATION			
School Heads and teachers are well accommodating.			
There is a designated area for the registrants.			
There is assistance desk for those who have problems especially on required documents.			
Parents' queries were acted upon promptly.			
3.REPORTING SYSTEM			
Required forms were accomplished completely with accurate data/information.			
Report forms/s were submitted on or before the due date to the concerned division personnel.			

5. Significant observation/s during the conduct of EARLY REGISTRATION:

6. Issues and concern arose during the conduct of EARLY REGISTRATION:



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EARLY REGISTRATION DAY

Monitoring Form

January 27, 2018

Division: _____

Name of School: _____

Name of Principal/Head Teacher/TIC: _____

Baseline Data		Early Registration Data	
Basic Education Level	Enrolment SY 2017-18	Basic Education Level	Total Number of Registrants
		Kindergarten	
Kindergarten		Grade 1	
Grade 6		Grade 7	
Grade 10		Grade 11	
ALS		ALS	
SPED		SPED	

Strategies Employed to Advocate Early Registration

Specific Strategy	Target Clientele	Partners

Prepared:

Conferred:

Monitoring Official

School Head



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Enclosure No. 3

MONITORING OFFICIALS DURING THE EARLY REGISTRATION ON JANUARY 27- FEBRUARY 28, 2018

SCHOOLS	MONITORING OFFICIALS	DATE/S
Pandakaki ES Mate ES TWCS 1	Mrs. Fideliza V. Lucas	January 27- February 28, 2018
Potoi ES Bukal ES Stand Alone SHS	Mr. Nonilon Z. Nadal	January 27- February 28, 2018
RQMNHS Wakas ES TECS 1-3 TWCS 2	Ms. Mariles Ferro	January 27- February 28, 2018
LPNHS Ipilan/Alitao ES Malao-a/Calantas ES	Mrs. Marife R. Lagar	January 27- February 28, 2018
Lalo ES Dapdap ES TWCS 3 & 4	Dr. Connie Sia	January 27- February 28, 2018
Katigan-Alupay ES Ilasan ES Masin ES Valencia ES	Mr. Ermelo A. Escobinas	January 27- February 28, 2018
Lawigue ES Alsam ES Lakawan ES	Mrs. Joan Kathleen Brizuela	January 27- February 28, 2018
Kalumpang ES Gibanga ES FELES Domoit ES	Mrs. Aleli Padillo	January 27- February 28, 2018
EPES SPES NPES WPES	Mrs. Luzviminda Saldares	January 27- February 28, 2018
Busal ES WPNHS	Ms. Ma. Olga Endencia	January 27- February 28, 2018

Note:

The Assistant Schools Division Superintendent, Chief of School Governance & Operations Division will likewise conduct monitoring of Early Registration on a random basis.