



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

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05 FEB 2020

DIVISION MEMORANDUM

No. 040 s. 2020

**ADDENDUM TO DM No. 32 s. 2020 Re: Early Registration for SY 2020-2021**

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

1. For the smooth implementation of Early Registration for SY 2020-2021, this office reiterates that all schools shall maintain assistance/help desk from February 1 to March 6, 2020.
2. School heads shall prepare assignment of teachers to serve as focal person during the day. Likewise, school heads must be at their station every Saturday to address pressing and urgent matters concerning early registration.
3. Continuous partnership and advocacy campaigns are encouraged to have an increase of enrolment in the regular classes, SPED and ALS. Early registration report can be updated daily in the Learner Information System (LIS). The encoded data in the LIS will be collected by the Planning Officer for data analysis.
4. With regard to service credits, this office may grant local service credit for teachers and Compensatory Time Off (CTO) for non-teaching personnel who are involved in the conduct of the above mentioned activity during Saturdays based on the actual number of hours rendered and other existing rules and regulations.
5. For immediate dissemination.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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