



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon City



January 24, 2019

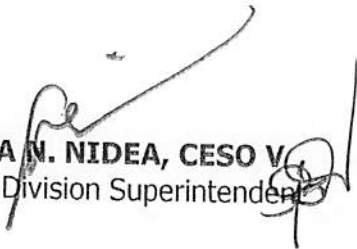
DIVISION MEMORANDUM

No. 23 s. 2019

EARLY REGISTRATION FOR SY 2019-2020

To : Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 3 s. 2018, Multi- Year Implementing Guidelines on Early Registration and Basic Education Enrollment Policy, this office informs that, in preparation for the opening of classes for School Year 2019-2020, all schools shall conduct Early Registration of learners, beginning on Saturday, January 26, 2019 to the last Friday of February 22, 2019 in the schools where they wish to study. Incoming Grades 2-6, Grades 8-10 and Grade 12 are considered pre-registered.
2. Early registration is conducted to achieve the following:
 - a. Ensure all new entrants for Kindergarten, Grades 1, 7, and 11 learners are registered; and
 - b. Locate, identify and register OSC and OSY in the community who may be characterized as:
 - Living with disability/ies
 - Living in an off-grid community
 - Living in a barangay without a school
 - Having chronic illness
 - Having nutritional problem/s
 - No longer in school but interested in going back to school
3. Schools shall undertake activities such as the following:
 - conduct house-to-house campaigns
 - post materials such as tarpaulins, banners, brochures
 - post on social media (Facebook, Instagram, etc.)
4. Schools are encouraged to involve parents, local barangay officials, civic, organizations and other stakeholders.
5. Elementary and Secondary school heads shall designate Early Registration Desks or Registration Centers in the school premises and individuals who will handle registration.
6. Considering that January 26, 2019 is a Saturday, a Compensatory Overtime Credit (COC) shall be granted to the participants of this activity, pursuant to paragraph 5.3 letter K of joint Circular No. 2 of the Civil Service Commission (CSC) and the Department of Budget and Management (DBM) dated October 4, 2004 for the overtime and service credit for teachers pursuant to DepEd Order No. 53. 2003, Updated Guideline on Grant of Vacation Service Credit to Teachers.
7. Expenses relative to the conduct of these activities may be charged against school MOOE subject to auditing rules and regulations.
8. For information, guidance and compliance of all concerned.


LOIDA N. NIDEA, CESO V
Schools Division Superintendent