




Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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**MEMORANDUM**

TO : Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :  **JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

DATE : January 27, 2025

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1. In preparation for the opening of classes for School Year 2025-2026, all schools shall conduct an Early Registration of Learners, beginning on **January 25 to February 15, 2025** nationwide.
2. Pursuant to the DepEd Order 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.
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. School 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 should also intensify the conduct of child-mapping or house-to-house activities to encourage parents / guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
5. 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
6. Immediate dissemination and strict compliance with this Memorandum are desired.



Republic of the Philippines  
**Department of Education**

**MEMORANDUM**

**FOR :** **MINISTER, BASIC HIGHER AND TECHNICAL EDUCATION,  
BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

**FROM :** **RONALD U. MENDOZA, PhD**  
Undersecretary for Strategic Management

**MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations

**SUBJECT :** **EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

**DATE :** 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025 and ends on 15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here: [https://bit.ly/SY2025\\_2026EarlyRegForm](https://bit.ly/SY2025_2026EarlyRegForm).

3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
4. 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).
5. Schools shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service - Education Management Information System Division (PPS-EMISD)** through email at [ps.emisd@deped.gov.ph](mailto:ps.emisd@deped.gov.ph), or you may visit them on 2<sup>nd</sup> Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.