



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

January 28, 2026

DIVISION MEMORANDUM

No. 45 s. 2026

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2026-2027

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors and Division Coordinators
Public Schools District Supervisors and OIC-PSDSs
Public Elementary School Heads
Public Secondary School Heads
All others concerned

1. In preparation for the opening of classes for School Year 2026-2027, all schools shall conduct an Early Registration of Learners, beginning on **January 31 to February 27, 2026**, nationwide.
2. Pursuant to the DepEd Order No. 12, s. 2025 and DepEd Order No. 17, s. 2025, this Office hereby reiterates and reminds all concerned of the conduct of Early Registration for School Year 2026-2027 in all public elementary and secondary schools, including Community Learning Centers (CLCs), and encourages the participation of private schools. Early Registration shall be conducted from the last Saturday of January to the last Friday of February of every year, or on such schedule as may be determined by the Department of Education.
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. All incoming Kindergarten, Grade 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.
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.



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5. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DepEd Order No. 15, s. 2025, for the Kindergarten Age qualifications.
6. No learner shall be denied registration due to lack of documentary requirements during the Early Registration period. However, schools shall provide assistance and guidance to parents or guardians in completing the required documents prior to the opening of classes.
7. Travel and other expenses incurred by the participants shall be charged against school MOOE/local funds subject to the usual accounting and auditing rules and procedures.
8. Immediate & widest dissemination and strict compliance of this Memorandum are directed.


JOSE L. DONCILLO, CESO V
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