



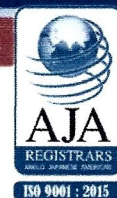
Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



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January 14, 2019

## DIVISION MEMORANDUM

NO. 013, 2019

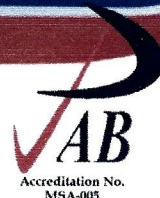
### DIVISION SCHOOL EARLY REGISTRATION ACTIVITIES

TO: OIC-Assistant Schools Division Superintendent  
OIC-Office of the Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All concerned

1. Pursuant to DepEd Order No. 6, s.2017 dated January 27, 2017 stipulating the Multi-Year Implementing Guidelines on Early Registration, all concerned Division and school-based personnel are enjoined to facilitate the conduct of the suggested activities listed below in preparation for the **School Early Registration on January 27 to February 26, 2019**.
2. Public Schools District Supervisors (PSDSs), school heads are expected to ensure the active participation of parents, local government unit, and other public and/ or private stakeholders concerned such as, but not limited to the following: Adopt-a-School Program (ASP) coordinators, Parents-Teachers Association (PTA) officers and members, Supreme Pupil and Supreme Student Government (SPG/ SSG) advisers and students.
3. PSDSs, school heads and the Division Social Mobilization and Networking (SocMob) Unit, through ASP Coordinators, are expected to invite barangay representatives during the **Parents-Teachers Conference (PTC) on January 19, 2019** to solicit their assistance in facilitating and disseminating information regarding the various activities to be conducted.
4. The Division Youth Formation Coordinators, through the SPG/ SSG advisers and officers, and in cooperation with the ASP Coordinators and the PTA, shall conduct a **donation drive**, as stipulated in DepEd Order No. 49, s.2011. The activity shall entice and benefit the early registrants. Refer to Enclosure No. 2 for the guidelines to be observed for the said activity.
5. School heads are instructed to identify Registration Centers (RCs) in the school premises and assign individuals who will handle the early registration proper. Registrars and administrative assistants are expected to lead the registration activities in Integrated and Stand-alone Senior High Schools.
6. School heads shall ensure that the Early Registration Committee is present every Saturdays on the following dates: January 27, February 3, February 10, February 17, and February 24.



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7. All schools are required to encode and update their early registration data online in the facility to be deployed in the Learner Information System (LIS). School heads must ensure the accuracy and timeliness of the encoded data on the said facility.

8. Chiefs of the School Governance and Operations Division and Curriculum Implementation Division and PSDSs are directed to conduct monitoring activities on their respective district to ensure the compliance of schools with the issued guidelines on early registration. The two Assistant Schools Division Superintendents shall serve as monitoring team leaders for their respective clusters as shown below:

ASDS Elias Alicaya Jr.:	South and East
OIC-ASDS Ivan Brian Inductivo:	North and West

9. **Hard copies of monitoring reports** shall be submitted not later than **March 1, 2019** to the Planning and Research Section.

10. Each district is also expected to submit **soft copies (in Microsoft Word format) of Consolidated Narrative Report** regarding the activities conducted by schools not later than **March 1, 2019** to [depedcavite.planning@deped.gov.ph](mailto:depedcavite.planning@deped.gov.ph) and [depedcavite.dio@deped.gov.ph](mailto:depedcavite.dio@deped.gov.ph)

11. A **consolidated Division Activities Accomplishment Report for Registration of Children and Youth with Special Needs** is to be submitted by the PSDS-in-charge of SPED to the Office of the SDS through the Planning and Research Section not later than **March 1, 2019**.

12. Kindly refer to the following attached files for the additional implementing guidelines and monitoring tool:

Enclosure 1: Division Memorandum no. 29, s.2018

Enclosure 2: Guidelines for the Donation Drive

13. Provisions from previously issued Division Memoranda inconsistent with the provisions of this Division Memorandum are hereby repealed.

14. Other inquiries and clarifications may be communicated to DepEd Cavite's School Governance and Operations Division (SGOD) through contact number (046) 412-0349.

15. Immediate and widest dissemination of this Memorandum is desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent





January 25, 2018

**DIVISION MEMORANDUM**  
**NO. 029s., 2018**

**DIVISION MONITORING OF SCHOOL EARLY REGISTRATION  
ACTIVITIES**

**TO:** OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, CID/SGOD  
Public Schools District Supervisors  
SPED - PSDS in-charge  
Public Elementary and Secondary School Heads

1. Pursuant to DepEd Order No. 6 s. 2017 dated January 27, 2017 stipulating the Multi-Year Implementing Guidelines on Early Registration, all Public Schools District Supervisors are directed to conduct monitoring activities on their city/municipality to ensure compliance of schools (Elem, JHS and SHS) with the issued guidelines on early registration which will be conducted from January 27 to February 23, 2018.

2. The two Assistant Schools Division Superintendents will serve as monitoring team leaders for their respective clusters as shown below:

**Elias A. Alicaya Jr.: South and East**

- Alfonso, Amadeo, GEA, Indang, Magallanes, Mendez, Tagaytay, Carmona, GMA and Silang

**Diana P. Topacio: North and West**

- Kawit, Noveleta, Rosario, Gen. Trias, Naic, Maragondon, Ternate, Tanza and Trece Martires

3. Attached in Annex A is the Division Monitoring Tool which will be utilized by Public Schools District Supervisors, this will be countersigned by all school heads concerned and will be submitted **by City/Municipality** (All ES, JHS and SHS data within their district should be included in one Monitoring report only).

Deadline for submission of hard copies of Division Monitoring Tool is on March 2, 2018 to be submitted in Planning and Research Section.

Each District (One report per city/municipality) is also expected to submit soft copies (in Microsoft Word format) of Consolidated Narrative Report regarding the activities conducted by schools on or before March 2, 2018 to [depedcavite.planning@deped.gov.ph](mailto:depedcavite.planning@deped.gov.ph).

4. A consolidated Division Activities Accomplishment Report for Registration of Children and Youth with Special Needs following the guidelines stipulated in DepEd Order 6, s. 2017 Enclosure Item no. 6 is to be **submitted by the PSDS-in-charge of SPED** to the Office of the SDS through the Planning and Research Section on or before March 2, 2018.



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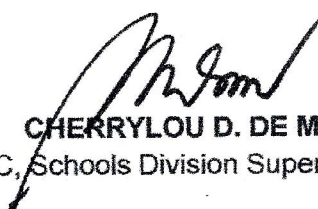


5. Public Schools District Supervisors and School Heads should coordinate with their respective Local Government Units regarding possible surge in enrollment due to migration of families to relocation sites within their respective districts. This data should be reflected in the consolidated city/municipal narrative report.
6. School Heads are instructed to identify Registration Centers (RCs) in the school premises and assign individuals who will handle the early registration. Registrars and Administrative Assistants are expected to lead registration activities in Integrated and Stand-alone Senior High Schools.
7. School Heads should ensure that the Early Registration committee is present every Saturdays on the following dates: January 27, February 3, February 10 and February 17, 2018.
8. All schools are required to encode and update their early registration data online **every Monday 3 pm**, starting February 2 up to Feb 26, 2018. School Heads must strictly ensure accuracy and timeliness of encoded data.

Early Registration data should be encoded in the following links:

Government Elementary School:	<a href="http://www.tinyurl.com/2018ESEEarlyReg">www.tinyurl.com/2018ESEEarlyReg</a>
Government Junior High School:	<a href="http://www.tinyurl.com/2018JHSEEarlyReg">www.tinyurl.com/2018JHSEEarlyReg</a>
Government Senior High School:	<a href="http://www.tinyurl.com/2018SHSEEarlyReg">www.tinyurl.com/2018SHSEEarlyReg</a>
Government Integrated School:	<a href="http://www.tinyurl.com/2018ISEEarlyReg">www.tinyurl.com/2018ISEEarlyReg</a>

9. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent



# ANNEX A. Division Monitoring Tool for Early Registration

Hardcopy of report to be submitted in Planning and Research Section on or before March 1, 2019

No.	School ID	School Name	Early Registration target number of students (Based on projected enrollment for SY 2019-2020)	Total number of early registrants (Headcount of students)	Accomplishment Rate (Actual/ Target) * 100%	CRITERIA (Answerable by YES or NO)					School Head's Signature
						Does the school observe the age qualification for Kindergarten and accepting Grade 1 students?	Does the school collect the documentary requirements as basis for the early registration?	Does the school have an existing registration centers in the school premises and individuals who will handle the registration?	Did the school coordinate with local government units regarding the possibility of increase of school age population due to migration to relocation sites?	Does the school have a work plan on how they will ensure that the children or youth registered during the early registration period will come to school on the opening of classes in June?	
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Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

Received by: \_\_\_\_\_

Public Schools District Supervisor

Date: \_\_\_\_\_

CHERRYLOU D. REPIA

Schools Division Superintendent

Date: \_\_\_\_\_

Division Planning and Research Unit

Date: \_\_\_\_\_



Republic of the Philippines  
**Department of Education**

**27 JAN 2017**

DepEd ORDER  
No. **6**, s. 2017

**MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY REGISTRATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. Early Registration activities for the incoming school year for all public elementary and secondary schools are held from the last Saturday of January to the last Friday of February of each year.
2. With the support of local officials, civic organizations, people's organizations (POs), and the community, a massive advocacy campaign to find children and youth not currently enrolled and bring them back to school shall be undertaken for one month. The activities in support of early registration and the registration process is enclosed.
3. The following are the objectives of the early registration:
  - a. To ensure that all five-year old children are enrolled in kindergarten;
  - b. To ensure that learners who are in school continue their schooling;
  - c. To map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - d. To locate, identify and enrol out-of-school children and youth who:
    - i. are in remote/geographically isolated areas;
    - ii. are in difficult circumstances;
    - iii. belong to disadvantaged groups or who suffer from discrimination;
    - iv. have disabilities or in need of special education; and
    - v. have dropped out but would like to go back to school.
  - e. To understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
4. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials, civic organizations and People's Organizations to help and locate children who should be in school. Regional offices and schools division offices shall support school campaigns.
5. Expenses related to Early Registration Day shall be charged to local funds, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.



6. These multi-year guidelines shall take effect starting Fiscal Year 2017, and shall remain in force thereafter unless sooner repealed, amended, or rescinded.
7. For more information, all concerned may contact the **DepEd Action Center** at telephone nos. (02) 636-1663, (02) 636 1942, and mobile phone no. 0919-456-0027 or email at [action@deped.gov.ph](mailto:action@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

References:

DepEd Order: Nos. 5 and (47), s. 2016

To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION OR ENROLMENT  
BASIC EDUCATION  
CAMPAIGN  
KINDERGARTEN EDUCATION  
LEARNERS  
ORGANIZATIONS  
SCHOOLS

7. Registration of Out-of-School Children (OSCs) and Out-of-School Youth (OSYs) learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the Alternative Learning System (ALS) shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.
8. Elementary and high school officials, SDOs and ROs shall ensure that children or youth registered during this period come to school on the opening of classes in June.



- b. Private schools are given latitude in implementing basic education as stated in the Implementing Rules and Regulations of Republic Act No. 10533, Section 6, "The DepEd may allow private educational institutions flexibility in adopting the program provided that they comply with the DepEd-prescribed minimum standards consistent with the Act."

2. Qualification for Grade 1

Kindergarten completers will be accepted in Grade 1.

3. Documentary Requirement:

- a. The birth certificate of the child shall be the documentary basis for early registration. The birth certificate is submitted to the person in-charge of handling the registration. There is no need to submit again a copy.
  - b. If not available during the Early Registration period, the document can be submitted within the school year.
  - c. The same document is required for other children and youth who have never been to school.

4. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration.

5. Each SDO shall identify areas without schools but may have enrolees, and the SDS shall designate the District Supervisor to work with the concerned Barangay Chairperson so that early registration can be done in the barangay. Likewise, registration of street children who were identified during the street visits shall be conducted by the SDOs. The SDO should coordinate with the Department of Social Welfare and Development (DSWD) for this activity.

6. Registration of Children and Youth with Special Needs

The Division Supervisor who is in-charge of SPED, shall facilitate the overall planning and implementation of the registration process. He/She shall plan with SPED Centers and trained SPED teachers, together, with health personnel, on their specific roles in the registration process:

- a. Conduct an orientation on the screening and identification of children and youth with disabilities in regular schools without SPED programs;
  - b. Network with organizations/associations of people with disabilities (PWDs) or those working for Persons with Disabilities (PWDs), including government agencies, which can provide assistance to regular schools;
  - c. Prepare a deployment schedule of SPED teachers, health personnel, and the NGO, PWD volunteers during the *Early Registration*; and
  - d. Communicate possible interventions to the families/parents/guardians of children with special needs during the early registration. This will help to convince them to enrol their children in SPED.

(Enclosure to DepEd Order No. 6, s. 2017)

## **ACTIVITIES IN SUPPORT OF EARLY REGISTRATION AND THE REGISTRATION PROCESS**

### **Advocacy Campaign**

1. The Regional Offices (ROs) and Schools Division Offices (SDOs) through their respective information officers and/or Public Affairs Units shall organize Communications Teams, which shall support this campaign.
2. Schools are enjoined to work with parents, local *barangay* officials, *Barangay* Council for the Protection of Children (BCPC), civic organizations, people's organizations (POs) and other stakeholders.

### **Child or Youth Find Activities**

1. SDOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the Local Government Units (LGUs) and BCPCs.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrolees. These schools should coordinate with the Division Indigenous Peoples Education (IPEd) Focal Person for support on the curriculum contextualization/culture-based intervention of education for Indigenous Peoples learners. Likewise, street visits shall be conducted by SDOs.
3. High school principals and staff shall work with the chairpersons of the *barangay* and may also tap the Student Government Organization officials and Boy Scout/Girl Scout leaders to locate elementary graduates who either have not enrolled in high school or dropped out of school so that appropriate program interventions could be planned.
4. Trained Special Education (SPED) teachers assigned to regular schools and all health personnel will assist in locating children and youth with disabilities, from five to 18 years old, who have not been to school. Elementary or high school principals and other trained school personnel shall visit families with children who require SPED to assess their educational needs to be able to plan for providing these children's educational support and intervention.

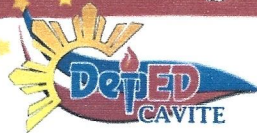
### **Early Registration**

1. Age Qualification for Kindergarten

Children who will turn five years old by the end of August (as per DepEd Order No. 47, s. 2016 entitled *Omnibus Policy on Kindergarten Education*).

- a. The Kindergarten Curriculum is intended to help children who are at least five years old to acquire the values, attitudes and competencies which are known to enable successful and beneficial participation in school learning experiences.





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**Enclosure 2 to DM no. \_\_\_, s. 2019. Guidelines in the Conduct of Donation Drive**

1. The Donation Drive is **open to all interested stakeholders** who wish to **voluntarily** provide support or assistance to incoming students of school year 2019-2020 in the form of, but not limited to the following:
  - a. School supplies (for any grade level, from Kinder to Grade 12)
  - b. New or used uniforms
  - c. Books and/ or other reading materials
2. **Cash donation is strictly prohibited.**
3. Public schools district supervisors (PSDSs), school heads, Adopt-a-School Program coordinators, Parents-Teachers Association officers, Supreme Pupil Government and Supreme Student Government advisers and officers are encouraged to solicit the support of the local government unit and other private and/ or non-government organization in this activity. However, it shall be noted that the Donation Drive is a non-partisan activity thus, **branding of donations and/ or suggestive promotion of any political candidate or party must be prevented.**
4. PSDSs, school heads, ASP coordinators, PTA officers, SPG and SSG advisers and officers are expected to disseminate information regarding the Donation Drive and the Early Registration proper and mobilize other stakeholders to do the same.
5. ASP coordinators shall keep an inventory of all the donations and secure all pertinent documents. SPG and SSG advisers and officers shall be provided with a copy of the inventory to facilitate the distribution of the collected supplies and materials during and beyond the Early Registration period.
6. The Donation Drive shall commence on January 20, 2019. Collected supplies and materials shall be given as freebies to early registrants on January 27 – February 26, 2019 or before the start of classes for SY 2019-2020. School heads shall be responsible in scheduling the distribution of donations.
7. The Donation Drive may run year round provided that the supplies and materials will be distributed to underprivileged learners or those needing the donations the most. School heads are given the prerogative in identifying these learners and scheduling the distribution of donations to them.
8. Inventory and documentation reports on the conduct of the Donation Drive must be submitted **not later than March 1, 2019**. Relevant Donation Drive activities to be conducted beyond the said period may be submitted until the end of the first quarter of SY 2019-2020 or the end of the following quarters.



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