



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 0022, s. 2025

January 24, 2025

**CONDUCT OF EARLY REGISTRATION
FOR SCHOOL YEAR 2025-2026**

To: Elementary and Secondary School Heads
Public Schools District Supervisors

1. As stipulated in DO No. 3 series of 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 starting January 25 to February 15, 2025, to allow the Department to make necessary preparations and adjustment of plans for the incoming school year.
2. Anent to this, all public elementary and secondary schools shall record all the data and encode the same in the Early Registration facility in the LIS using the school head account. All schools shall use the print or electronic copies of the Basic Education Enrollment form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grade 1, 7 and 11 learners data are properly captured.
3. **School authorities of public and private schools are mandated to strictly implement the Kindergarten cut-off age under DO 20. S. 2018.**
4. School Heads shall facilitate the conduct of the advocacy campaigns within their respective jurisdictions to inform the public to encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026, by posting relevant materials in conspicuous places and making announcements in local televisions and radio broadcasting stations.
5. Immediate dissemination of this Memorandum is desired.

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Assistant Schools Division Superintendent

SGOD/smdg-planning&research
FN: Conduct of Early Registration for SY 2025-2026/Planning/Communication