



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

Office of the Schools Division Superintendent

January 25, 2024

DIVISION MEMORANDUM
No. 0041, s. 2024

**CONDUCT OF EARLY REGISTRATION
FOR SCHOOL YEAR 2024-2025**

To: Elementary and Secondary School Heads
Thru the Public Schools District supervisors
All Others Concerned

1. Pursuant to Regional Memorandum No. PPRD 2024-009 series of 2024, this Office informs the conduct of Early Registration for SY 2024-2025 on January 27 – February 23, 2024.
2. 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 to allow the Department to make necessary preparations and adjustment of plans for the incoming school year.
3. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (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.
4. Schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
5. School authorities of public and private schools are mandated to strictly implement the Kindergarten cut-off age under DO 20. S. 2018.

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6. School Heads shall facilitate the conduct of the advocacy campaigns within their respective jurisdictions to inform the public and encourage the enrollment of Out of School Children (OSC) and ensure that parents/guardians of prospective learners participate in the Early Registration for SY 2024-2025. This involves posting relevant materials in conspicuous places and making announcements on local televisions and radio broadcasting stations.
7. Private schools are encouraged to conduct their respective early registration activities within the same period.
8. Immediate dissemination of this Memorandum is desired.

REYNALDO B. MELLORIDA CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

