



26-05694

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

Office of the Schools Division Superintendent

January 30, 2026

DIVISION MEMORANDUM

No. 0042, s. 2026

**CONDUCT OF EARLY REGISTRATION
FOR SCHOOL YEAR 2026-2027**

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 31 to February 27, 2026, 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 January 15, 2025) 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 15, S, 2025.**
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 2026-2027, by posting relevant materials in conspicuous places and making announcements in local radio broadcasting stations and Facebook pages.
5. Service Credits for the teaching personnel shall be granted for the services rendered during the conduct of the Early Registration, in accordance with DepEd Order 53, s. 2003.
6. Immediate dissemination of this Memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

JANETTE G. VENOSO, CESO VI
Assistant Schools Division Superintendent



SGOD/smdg-planning&research
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