



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

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
RECEIVED

Date: 3-24-22 P. OSAM
By: _____

Office of the Schools Division Superintendent

March 25, 2022

DIVISION MEMORANDUM
No 413s. 2022

CONDUCT OF EARLY REGISTRATION
FOR SCHOOL YEAR 2022-2023

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

1. Pursuant to Regional Memorandum No. 020 series of 2022, this Office informs you of the conduct of Early Registration for SY 2022-2023 on March 25 – April 30, 2022.
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. Grades 2 to 6, 8 to 10 and 12 are considered pre-registered and will not need to participate in the early registration. *Private schools* are encouraged to conduct their respective early registration activities on the same timeframe.
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 account. Schools shall utilize the Modified Basic Education Enrollment Form to ensure that the necessary information in registering incoming kindergarten, Grades 12, 7, and 11 learners and other data such as preferred learning modality are obtained properly.
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. In the context of the prevailing COVID-19 public health emergency, the conduct of early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1 to 2 provided

Page 1 of 2



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

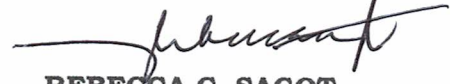


physical distancing and health and safety protocols are strictly observed.

6. School authorities of public and private schools are mandated to strictly implement the Kindergarten cut-off age under DO 20. S. 2018.
7. Immediate dissemination of this Memorandum is desired.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent



REBECCA C. SAGOT
Assistant Schools Division Superintendent





MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: -

No LRN With LRN

Grade level to Enroll:

Returning (Balik-Aral)

INSTRUCTIONS: Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Leamer Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable) _____

DATE OF BIRTH / / SEX MALE FEMALE AGE _____
(Month/Day/Year)

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No Yes If Yes, please specify: _____

Mother Tongue _____

4Ps Household ID Number

ADDRESS

House Number and Street _____

Barangay _____

City/Municipality/Province/Country _____

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name) _____

Mother's Maiden Name (Last Name, First Name, Middle Name) _____

Guardian's Name (Last Name, First Name, Middle Name) _____

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

Preferred Distance Learning Modality/ies

Modular (Print) Online Radio-based instruction Blended



Republic of the Philippines
Department of Education
DAVAO REGION

DEPED DIVISION OF DAVAO DEL NORTE
SDS OFFICE
By: 99 RECEIVED 121 PM
Date: 3/26/22

Office of the Regional Director

March 23, 2022

REGIONAL MEMORANDUM
No. 028, s. 2022

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2022 - 2023

To : Schools Division Superintendents

1. Pursuant to DepEd Memorandum No. 008, s. 2021, this Office informs the conduct of Early Registration for SY 2022-2022 on **March 25 to April 30, 2022**.
2. As stipulated in DepEd Order No. 3, series 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. Grades 2, 6, 8, 10 and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. Daily updating or encoding in the early Registration facility in the Learners Information System (LIS) shall be done by every school using the School Head or School Administrator Account. Schools shall utilize the Modified Basic Education Enrollment Form (electronic or printed) 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.
4. Schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (e.g., Grades 2,6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
5. In the context of the prevailing COVID -19 public health emergency, the conduct of early registration shall be done remotely in areas under Alert Level 3 to 5. In-person registration through parents and guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 20, s. 2018 Amendment to DepEd Order No. 47, s. 2016.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

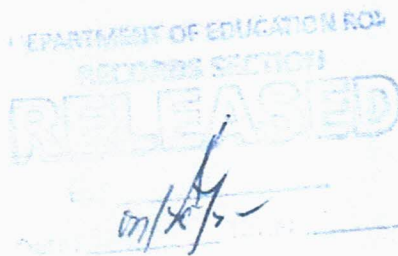
7. For more details relative to this Regional Memorandum, please refer to the attached DepEd Memorandum No. 017, s.2022.

8. Immediate dissemination of this Memorandum is highly desired and appreciated.


for **ALLAN G. FARNAZO**
Director IV

Enclosed: As stated.
Reference: DM-No. 017, s. 2022

ROP2 cadl



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Telephone Nos.: (082) 291-1665; (082) 221-6147





Republic of the Philippines
Department of Education

21 MAR 2022

DepEd MEMORANDUM

No. **017**, s. 2022

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
School Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the incoming class opening, the Department of Education (DepEd) announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted **from March 25 to April 30, 2022**, nationwide.
2. As stipulated in DepEd Order (DO) No. 03, s. 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. Grades 2, 6, 8-10, and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
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. Schools 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.
4. Schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
5. In the context of the prevailing COVID-19 public health emergency, the conduct of the early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, **Amendment to DepEd Order No. 47, s. 2016**.

7. For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.emisd@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary


References:

DepEd Order: (No. 03 and 020, s. 2018)



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

ADMISSION
BASIC EDUCATION
DATA
ENROLLMENT
KINDERGARTEN EDUCATION
LEARNERS
PROGRAMS
SCHOOLS
TEACHERS

To: School Administrators, Principals & Teachers in-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

FEDERICO P. MARTIN, EdD, CEdD, CESO V
Schools Division Superintendent