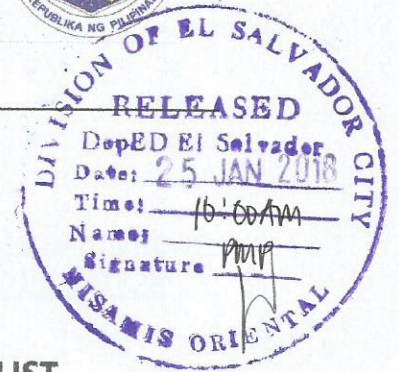




Republic of the Philippines
Department of Education
Region X

DIVISION OF EL SALVADOR CITY

Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475/ Mobile No: +639199942421
Email address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.weebly.com



DIVISION MEMORANDUM

No. 22 s, 2018

**To: DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
SENIOR EDUCATION PROGRAM SPECIALIST
PLANNING OFFICER
PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY (JUNIOR HIGH) SCHOOLS
PUBLIC SECONDARY (SENIOR HIGH) SCHOOLS**

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent
Officer In-Charge *g*

**Subject: Early Registration for Kindergarten – Grade 10 and
Senior High School for SY 2018-2019**

Date: January 24, 2018

1. Per Regional Memorandum No. 15, s.2018, this field is hereby directed to conduct an Early Registration for Kindergarten to Grade 10 including Senior High School from January 27, 2018 to February 28, 2018.
2. Early Registration Monitoring Visibility of DepEd Officials is required.
3. All schools and levels are required to submit an early registration report to Mr. Kevin B. Asequia thru email at kevin.asequia@deped.gov.ph with the following schedule:
January 27, 2018, Saturday, 5:00 PM
February 2, 2018, Friday, 5:00 PM
February 9, 2018, Friday, 5:00 PM
February 16, 2018, Friday, 5:00 PM
February 23, 2018, Friday, 5:00 PM
4. Deadline for the submission of Consolidated Early Registration Report is on March 1, 2018, Thursday.

Copies Furnished:
Person Concerned
Accounting
Records Section-Memorandum/

/rbl



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5. All schools are required to post their progress reports on the Facebook page with this link <https://www.facebook.com/Department-of-Education-Region-10-Early-Registration-for-K-12-563292050671729>
(Please refer to the instructions on posting in the attachment).
6. All schools are required to mount a tarpaulin with the following dimension: 4ft W x 6ft L. the design template may be downloaded from this link
<https://drive.google.com/open?id=1HoLi2E6spVKanKqLSjv53M6o1LkCNxaY> *(Please refer to the attachment for the specific instruction.)*
7. Expenses related to the early Registration Day shall be charged to local funds and other fund sources, as appropriate and as authorized and subject to existing accounting and auditing rules and regulations.
8. Attached is the said regional memorandum with enclosed templates. You may also download the templates from the Facebook Group *Team Planning, ICT Coordinators & School Heads of El Salvador City Division*.
9. For information, guidance and strict compliance.

ATTACHMENT 1

INSTRUCTIONS IN POSTING ON THE FACEBOOK PAGE

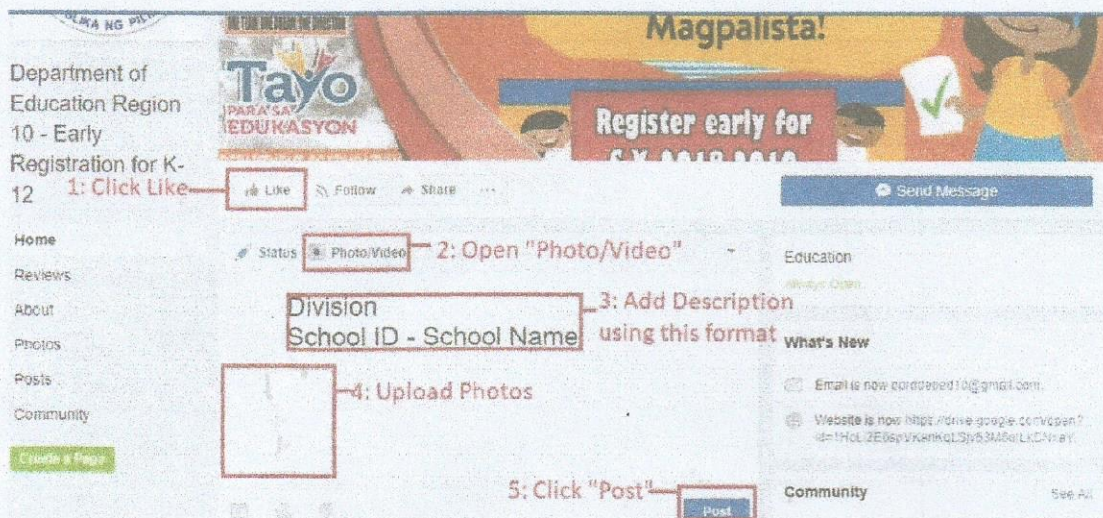
STEP 1: Like the Facebook Page

STEP 2: Click "Photos/Videos"

STEP 3: Add Description following the format below

STEP 4: Upload photos

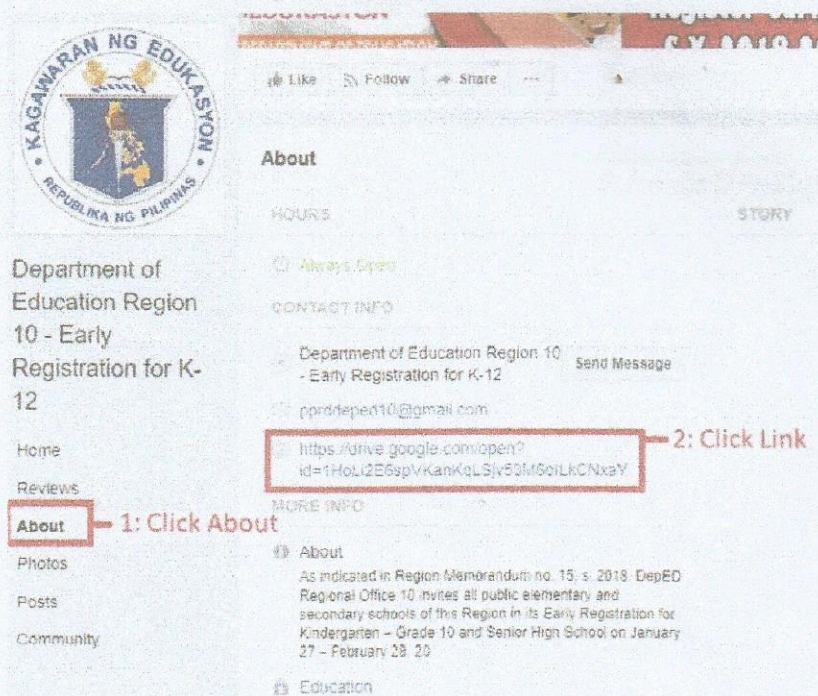
STEP 5: Click "Post"



DOWNLOADING THE TARPULIN DESIGN TEMPLATE

STEP 1: Click "About"

STEP 2: Click Link and download files





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X



Zone 1 Upper Balulang, Cagayan de Oro City

Telephone No.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51 website: depedreg10.net

Template 1

DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS
(Elementary Level)

Total Number of Elementary Schools	
Total Number of Schools with Increased Enrolment	

Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Total			

Prepared by:

Division Planning Officer

Noted:

Schools Division Superintendent



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Template 2

**DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS
(Secondary-Junior High School)**

Total Number of Secondary Schools	
Total Number of Schools with Increased Enrolment	

Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Total			

Prepared by:

Division Planning Officer

Noted:

Schools Division Superintendent



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Template 3

DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS
(Secondary-Senior High School)

Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Grade 11			
Grade 12			

Prepared by:

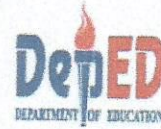
Division Planning Officer

Noted:

Schools Division Superintendent



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Template 4

DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS
(Alternative Learning System)

Age Level	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
9			
10			
11			
12 and above			
Total			

Prepared by:

Division Planning Officer

Noted:

Schools Division Superintendent



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Template 5

DIVISION DATA ON TENTATIVE ENROLMENT OF LEARNERS
(Special Education)

Category of Disability	Enrolment (2017-2018)	Tentative Enrolment (2018-2019)	Variance (Tentative Enrolment 2018-2019 - Enrolment 2017-2018)
Children/Youth with:			
Visual Impairment			
Hearing Impairment			
Intellectual Disability			
Speech/Language Impairment			
Serious Emotional Disturbance			
Autism			
Orthopaedic Impairment			
Special Health Problems			
Multiple Disabilities			
TOTAL			

Prepared by:

Division Planning Officer

Noted:

Schools Division Superintendent