



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 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 014, s. 2018

TO: All Public Elementary and Secondary School Heads  
This Division

From: **JESNAR DEMIS S. TORRES, Ph.D., CESE**  
OIC, Schools Division Superintendent

Subject: Early Registration for School Year 2019-2020

Date: January 9, 2019

1. Pursuant to Deped Order No. 3, s. 2018 re: **Basic Education Enrolment Policy**, the field is hereby directed to conduct early registration starting January 26, 2019 until February 22, 2019..

2. Target population of the said activity are the incoming Kindergarten, Grades 1, 7 and 11 learners respectively. While incoming Grades 2 to 5 learners from elementary, Grades 8 to 10 for Junior High School and Grade 12 for Senior High School are considered pre-enrolled. Thus, there is no need for these groups of learners to participate in the early registration process. Further, the field is advised to do the following:

- 2.1 Perform community survey in order to locate/identify Out of School Children (OSC), and Youth (OSY) in the community which may include learners living with disability/ies, living in an off grid community, living in a barangay without a school; living in a geographically isolated area; displaced due to natural disaster; living in an armed conflict area, living in an area with high level of criminality/drug abuse; having chronic illness; having nutritional problem/s; victim/s of child abuse or economic exploitation; stateless or undocumented; in conflict with the law; living on the streets; and those who are no longer in school but interested in going back to schools. *(Please see Annex 1 of D.O. 3, s. 2018)*
- 2.2 Enroll in appropriate grade levels learner aged 6-12, whom for the first time attends school on the basis of: completion of Kindergarten Catch-up Education Program for learners to be enrolled in Grade 1 and the Philippine Placement Test (PEPT) for learners to be enrolled in Grade 2 to 6. Learners "aged 13 and above who shall be enrolling in basic education for the first time also shall be advised to undergo the ALS [Alternative Learning System] Program."
- 2.3 Coordinate closely with the local officials as partners in the conduct of early the activity



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3. To ensure the effective and wide dissemination of the information, schools should conduct series of kick-off activities like recorida, house-to-house campaign, meeting with local officials and civic organizations, etc. Likewise, the use of different media such as posters, tarpaulins, radio, television and Facebook are strongly suggested to be used solely for information dissemination.
4. In the entire duration of the early registration period, schools are expected to put up registration desk or kiosk to serve as designated area for registration.
5. Lastly, the field is required to submit soft of the accomplishment report to [elsalvadorplanningunit@gmail.com](mailto:elsalvadorplanningunit@gmail.com) using Annex A attached to this memo. The school shall submit the report on the dates provided below.

Number of Reports	Date	Cut-Off Time
First Report	January 26, 2019	5:00 PM
Second Report	February 1, 2019	5:00 PM
Third Report	February 8, 2019	5:00 PM
Fourth Report	February 15, 2019	5:00 PM
Fifth Report	February 22, 2019	5:00 PM

6. Immediate dissemination and strict compliance of this Memorandum is directed.





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**Annex A.**

**Name of School:**

**Date of Report:**

**Narrative:** (Important: please do not forget to include the number of learners enrolled within the day/week)

**Picture:**