



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools  
Division Superintendent**

**19 March 2021**

DIVISION MEMORANDUM  
No. 099, s. 2020

**CONDUCT OF THE SCHOOL YEAR 2021 EARLY REGISTRATION**

To:

**Assistant Schools Division Superintendent  
SGOD, CID Chiefs  
Planning Officer  
SEPS, M&E  
ALS Focal Person  
All Public Elementary & Secondary School Heads  
All Others Concerned  
This Division**

1. This is to inform the field that the early registration for SY 2021-2022 shall commence on March 26, 2021 and will end on the 30<sup>th</sup> of April 2021.
2. As stipulated in DepEd Order No. 03, s. 2018 or the Basic Education Enrollment Policy, all incoming Kindergarten, Grade 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 SY. Grade 2-6, 8-10 and 12 are considered pre-registered and will not need to participate in the early registration.
3. School authorities of public schools are mandated to strictly implement the Kindergarten cut-off age where kindergarten learners should be five (5) years old by June 1 of every calendar year. However, the school may consider learners entering Kindergarten who will turn five (5) years old by the end of August on the condition that Philippine ECCD checklist must be administered to the learner prior to the opening of the school year as stipulated by DepEd Order No. 020 s. 2018.
4. Further, all schools are directed to prepare and do the following:
  - 4.1 Submit Early Registration Plan at [sgod.elsalvadorcity@deped.gov.ph](mailto:sgod.elsalvadorcity@deped.gov.ph) .See **Enclosure No. 1**
  - 4.2 Post Early Registration Tarpaulin (8'x5') in the most conspicuous area inside and outside the school campus including the process flow of enrollment options found in **Enclosures No. 2, 3 & 4**



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- 4.3 Distribute pamphlets and similar materials intended for information dissemination
  - 4.4 Encouraged to make a promotional video/s to help encourage learners to enroll.
  - 4.5. Set-up a help desk to answer queries relevant to enrollment
  - 4.6 Organized a team that will alternately man the help desk especially on Saturdays
  - 4.7. Post pictures of the different activities and initiative done to the official division early registration page [Elsalvadorcityearlyreg2021](#).
  - 4.8. Comply the school data needed with the monitoring link <https://bit.ly/3s1kXfZ>
  - 4.9 Encode in the LIS the pre-registered learners once the facility is deployed
5. Moreover, in the context of the prevailing COVID-19 public health emergency, the division will implement a strict adherence to the health and safety protocol set by the IATF.
  6. Lastly, this office shall adhere to the Equal Opportunity Principle (EOP) in terms of accepting enrollment applications from any learners who wishes to study in any of the schools of the division notwithstanding his or her age (as long as it is within the prescribed range described under D.O No. 020, s. 2018) gender, identity, sexual orientation, civil status, disability, religion, ethnicity and political affiliation
  7. Immediate and wide dissemination of this memorandum is desired.

**OLGA C. ALONSABE, PhD., CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

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

DATA

SGOD/KBA



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Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) |Email: [elsavador.city@deped.gov.ph](mailto:elsavador.city@deped.gov.ph)



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**ENCLOSURE NO. 1**

**EARLY REGISTRATION IMPLEMENTATION PLAN FOR SY 2021-2022**

OBJECTIVES	ACTIVITIES	PERSONS INVOLVED	RESOURCES NEED	SOURCE OF FUND	TIME FRAME	EXPECTED OUTPUT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Prepared by: School Head

Noted: Planning Officer

Reviewed by: SGOD Chief

Recommending Approval: Assistant Schools Division Superintendent

Approved by: Schools Division Superintendent

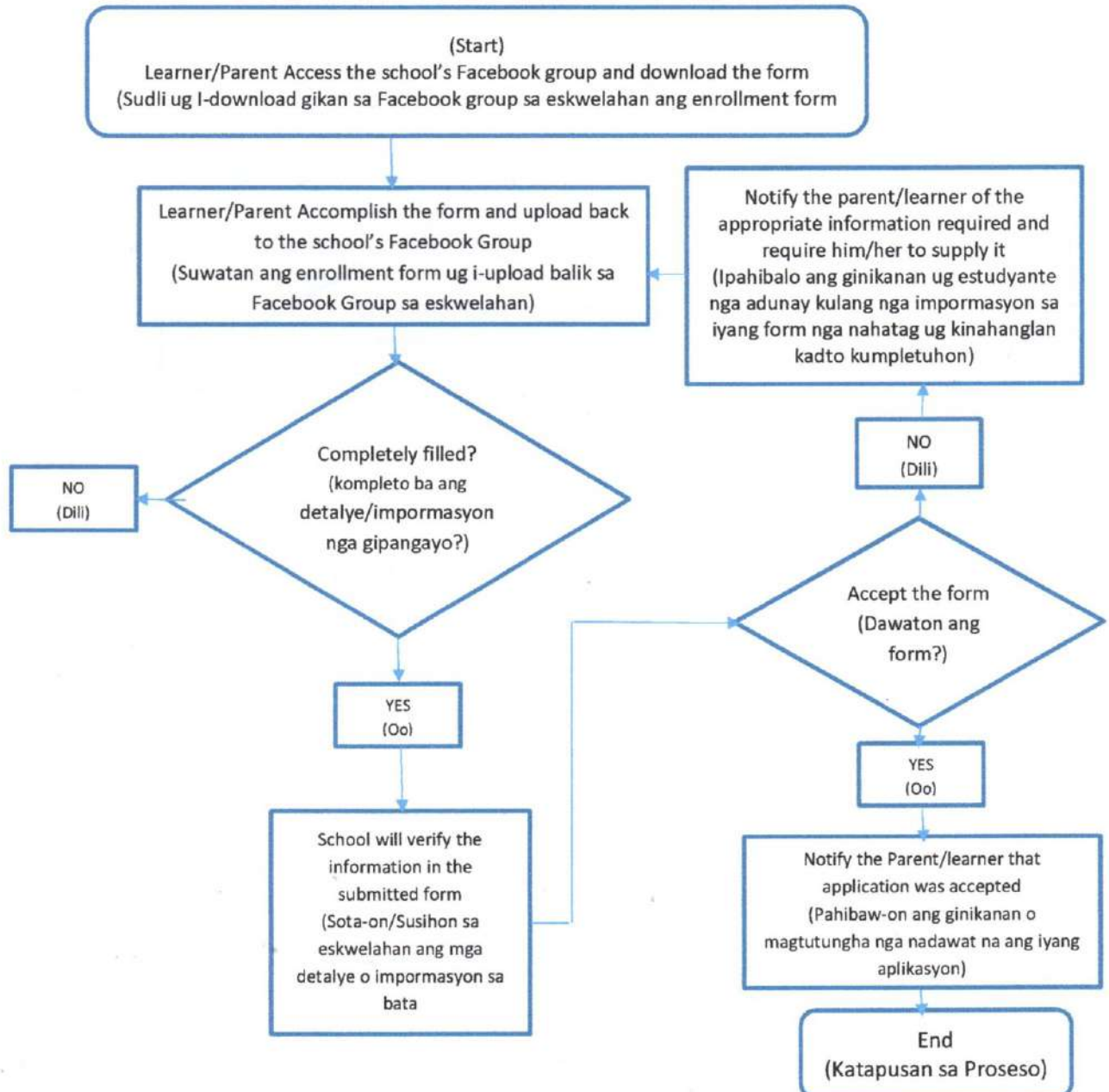


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**ENCLOSURE 3.** Enrollment of new learners/transferees and Balik-Aral utilizing Facebook

**Requirements:**

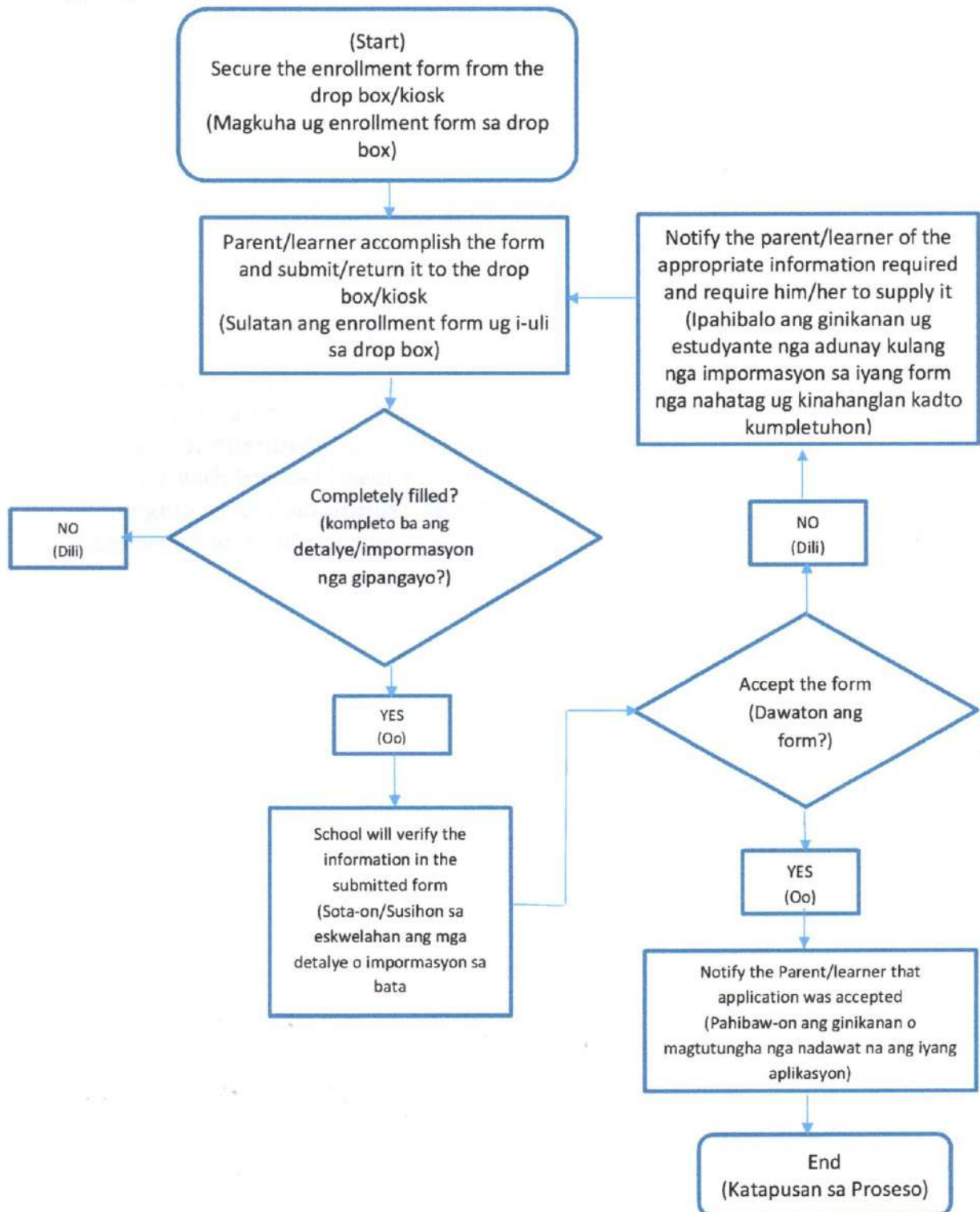
1. If available, a link of the school's Facebook group, intended for early registration shall be posted online.
2. Administrator of the said group should make sure that the settings of the group can allow anybody to perform downloading and uploading of enrollment form





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**ENCLOSURE 2.** Enrollment of new learners, transferees and Balik-Aral utilizing drop box/kiosk.





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**Enclosure 4.** Enrollment via Short Messaging Service (SMS/Text Messaging)

Considering the limitations and convenience when using this scheme, only the following information below will be required from the learner. Only upon the actual reporting of the learner to the school will the other documentary requirements be collected such as SF 9 and 10:

1. Learner Reference Number (LRN)- 12 digit\* (Only if available)
2. Learner's Complete Name
3. Age
4. Sex
5. Address
6. Last School Year Attended
7. Last Grade Level Attended
8. Latest Learner Information Status (Promoted, Conditionally Promoted, Retained, Drop-Out)
9. Last School Attended, Public or Private
10. Learner with Special Need: YES/NO
11. Belonging to IP Community: YES/NO
12. Learner's Parent/Guardian

Sample/Format:

127485960057\*, DELA CRUZ, JUAN, SANTOS, JR., 15, MALE, ZONE-2, AMOROS, EL SALVADOR CITY, MISAMIS ORIENTAL, 2018, GRADE 9, PROMOTED, HAYAHAY ELEMENTARY SCHOOL, PUBLIC, NO, NO, DELA CRUZ MARIA.

**For Incoming Kindergarten:**

**LAST NAME, FIRST NAME, MIDDLE NAME, DATE OF BIRTH, AGE AS OF THE LAST DAY OF THIRD MONTH AFTER THE SCHOOL YEAR OPENED, SEX, COMPLETE ADDRESS, WITH SPECIAL EDUCATIONAL NEED?(YES OR NO), COMPLETE NAME OF THE PARENT/GUARDIAN**

Sample/Format:

DELA CRUZ, JUAN JR, BARTOLOME, OCTOBER 31, 2016, 5\*, M, ZONE 2-AMOROS, EL SALVADOR CITY, MISAMIS ORIENTAL, NO, DELA CRUZ, JUAN SR. DALISAY

\* Assuming that the school year opened on August 2, 2021.