



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

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**Office of the Schools Division Superintendent**

**24 March 2022**

DIVISION MEMORANDUM

No. 136, s. 2022

**CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023**

To: **Assistant Schools Division Superintendent**  
**SGOD/CID Chiefs**  
**Education Program Supervisors/TAP**  
**Planning Officer**  
**SEPS, M&E**  
**ALS Focal Person**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. Pursuant to DepEd Memorandum No. 017, s. 2022 re: **Conduct of the Early Registration for School Year 2022-2023**, the field is hereby enjoined to prepare and participate from March 25 to April 30, 2022.
2. As stipulated in DepEd Order (DO) 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 adjustments 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.
3. The School shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies), **Annex 1**, 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. Likewise, all the data obtained by the school shall be encoded to the Early



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Registration facility in the Learner Information System (LIS) everyday using the school head or school administrator account.

4. In the context of the prevailing COVID-19 public health emergency, and since the division is already under Alert Level 2, In-person registration through parents or guardians may be allowed provided that physical distancing and health and safety protocols are strictly observed. Other existing enrollment modalities under the pandemic situation are still encouraged to be used such as the use of drop boxes, SMS, google forms, other online platforms etc.
5. The Education Program Supervisors who were designated as the Technical Assistance Provider at the same time are hereby enjoined to provide assistance to the schools assigned to them in terms of complying the requirements set in the online data capture form under the link <https://bit.ly/35a72hm>
6. Lastly, the schools are directed to do the following:
  - 6.1 Post Early Registration Tarpaulin (8'x5') in the most conspicuous area inside and outside the school
  - 6.2 Distribute pamphlets and similar materials intended for information dissemination
  - 5.3 Encouraged to make a promotional video/s to help encourage and/or direct learners to enroll.
  - 5.4 Set-up a help desk to answer queries relevant to enrollment
  - 5.5 Organized a team that will alternately man the help desk especially on Saturdays
  - 5.6 Post pictures of the different activities and initiative done to the official division early registration page [Elsalvadorcityearlyreg2022-2023](#)
7. Lastly, This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.






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8. Immediate and wide dissemination of this memorandum is desired.

  
**OLGA C. ALONSABE, PhD., CESO V**  
Schools Division Superintendent

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

DATA  
ENROLLMENT



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