



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

Office of the Schools Division Superintendent

May 11, 2023

DIVISION MEMORANDUM
No. 212, s. 2023

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Planning Officer III
Education Program Supervisors
Private Schools Coordinator
Elementary & Secondary School Heads
This Division

1. Pursuant to **DepEd Order No. 10 s. 2023** re **Amendment to DepEd Order No 3, s. 2018** (Basic Education Enrollment Policy), the field is hereby informed of the conduct of the Early Registration from May 10 to June 9, 2023 for School Year 2023-2024.
2. Registration will be done during weekdays only and schools are required to set-up, prepare, perform, and comply the following:
 - 2.1. Enrollment Help Desk located at the most convenient and conspicuous area in the school campus.
 - 2.2. Post the Early Registration Tarpaulin at the school gate and other conspicuous area within the community.
 - 2.3. Announce the conduct of the registration process using all available platforms or media, conduct recorida, community mapping and





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- consolidation and triangulation of mapping data with the BHW, BPO and other personnel from the Barangay.
- 2.4. Report the Early Registration data to the Learner Information System everyday starting May 12 to June 9, 2023.
 - 2.5. Document the conduct of the entire registration process.
3. Lastly, the schools shall make use DepEd Order No. 3 s. 2018 as reference should there be enrollment concerns which includes but not limited to cut-off age, documentary requirements, etc.
 4. 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.
 5. Immediate and wide dissemination of this memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

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

ENROLLMENT
DATA





Republic of the Philippines
Department of Education

MAY 09 2023

DepEd ORDER
No. **010**, s. 2023

AMENDMENT TO DEPED ORDER NO. 03, s. 2018
(Basic Education Enrollment Policy)

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

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 03, s. 2018, or the Basic Education Enrollment Policy which institutionalized an efficient enrollment process in public and private schools and state/local universities and colleges (SUCs/LUCs), as well as provides the schedule of the conduct of early registration.
2. With the shift of the beginning of the school year (SY) from June to August in the previous years, the Department amends the schedule of the conduct of early registration in Paragraph V.A which shall read as follows:

V. Enrollment Procedure

A. Early Registration

Early registration for the school year 2023–2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from May 10 to June 9, 2023.

3. Also, this reiterates the provision in DO 03, s. 2018, that all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow DepEd to make the necessary preparations and adjustments of plans for the incoming SY 2023–2024. While incoming Grades 2–6, 8–10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
4. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.

5. Public elementary and secondary 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.
6. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
7. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
8. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2023–2024, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.
9. All other provisions of DO 03, s. 2018, not otherwise affected or amended by this DepEd Order, shall remain valid and effective unless otherwise amended by other DepEd issuances.
10. This DepEd Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
11. 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.
12. Immediate dissemination of and strict compliance with this Order is directed.



SARA Z. DUTERTE

*Vice President of the Republic of the Philippines
Secretary of the Department of Education*

References:

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

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

AMENDMENT
ADMISSION
ENROLLMENT

KINDERGARTEN EDUCATION
LEARNERS
POLICY

