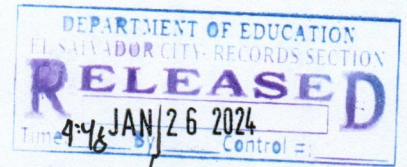




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

January 26, 2024

DIVISION MEMORANDUM

No. 045, s. 2024

CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent
SGOD & CID Chiefs
Planning Officer III
Education Program Supervisors, SGOD & CID
Private School Coordinator
Public and Private Elementary and Secondary School Heads
All Others Concerned
This Division



1. Pursuant to Unnumbered Memorandum dated January 22, 2025, re **Early Registration for School Year 2024-2025**, the field is hereby directed to conduct Early Registration from January 27, 2024, to February 23, 2024, for the incoming Kindergarten, Grades 1, 7 and 11 learners.
2. Registration will be done during weekdays only and schools are required to set up, prepare, perform, and comply with the following:
 - 2.1. Enrollment Help Desk situated at the most convenient and conspicuous area on the school campus.
 - 2.2. Post the Early Registration Tarpaulin at the school gate and other conspicuous areas within the community.
 - 2.3. Announce the conduct of the registration process using all available platforms or media, conduct recorida and/or caravan in necessary, conduct community mapping, and perform 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 every day starting January 27, 2024, to February 23, 2024.
 - 2.5. Create promotional videos highlighting the schools' programs, projects, activities, and facilities to attract and invite learners to enroll.





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- 2.6. Document the conduct of the entire registration process and post pictures to the Division Early Registration Facebook Page **Elsalvadorcityearlyreg2024-2025.**
3. Lastly, by 5:00 PM on February 23, 2024, the field is directed to submit their community mapping data summary in portable document format (pdf) through the link <http://bit.ly/48OlcjR> . Please see **Enclosure 1** for the template.
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 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:

EARLY REGISTRATION





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

COMMUNITY MAPPING DATA SUMMARY

Table 1 reflects, _____ School's expected number of school-aged children to enter school for School Year **2024-2025**, based on the joint mapping conducted by the school and barangay personnel from January 27, 2024, to February 23, 2024

Table 1. Mapping Summary

GRADE LEVEL	Age	NO. OF SCHOOL-AGED LEARNERS
KINDER	5 YRS.OLD	
GRADE 1	6 YRS.OLD	
GRADE 2	7 YRS.OLD	
GRADE 3	8 YRS.OLD	
GRADE 4	9 YRS.OLD	
GRADE 5	10 YRS.OLD	
GRADE 6	11 YRS.OLD	
TOTAL		

Date Submitted: February 23, 2024

Prepared: _____
Mapping Coordinator

Reviewed: _____
School Head

Certified: _____
BHW/BPO

Approved: _____
Barangay Captain



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

COMMUNITY MAPPING DATA SUMMMARY

Table 1 reflects, _____ School's expected number of over-aged children to enter school for School Year **2024-2025**, based on the joint mapping conducted by the school and barangay personnel from January 27, 2024, to February 23, 2024

Table 1. Mapping Summary

GRADE LEVEL	Age	NO. OF SCHOOL-AGED LEARNERS
KINDER	6 & UP YRS.OLD	
GRADE 1	7 & UP YRS.OLD	
GRADE 2	8 & UP YRS.OLD	
GRADE 3	9 & UP YRS.OLD	
GRADE 4	10 & UP YRS.OLD	
GRADE 5	11 & UP YRS.OLD	
GRADE 6	12 & UP YRS.OLD	
TOTAL		

Date Submitted: February 23, 2024

Prepared: _____
Mapping Coordinator

Reviewed: _____
School Head

Certified: _____
BHW/BPO

Approved: _____
Barangay Captain



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

COMMUNITY MAPPING DATA SUMMARY

Table 1 reflects, _____ School's expected number of school-aged children to enter school for School Year **2024-2025**, based on the joint mapping conducted by the school and barangay personnel from January 7, 2024 to February 23, 2024

Table 1. Mapping Summary

GRADE LEVEL	Age	NO. OF SCHOOL-AGED LEARNERS
GRADE 7	12 YRS.OLD	
GRADE 8	13 YRS.OLD	
GRADE 9	14 YRS.OLD	
GRADE 10	15 YRS.OLD	
GRADE 11	16 YRS.OLD	
GRADE 12	17 YRS.OLD	
TOTAL		

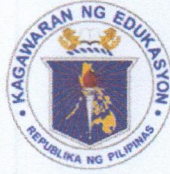
Date Submitted: February 23, 2024

Prepared: _____
Mapping Coordinator

Reviewed: _____
School Head

Certified: _____
BHW/BPO

Approved: _____
Barangay Captain



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

COMMUNITY MAPPING DATA SUMMMARY

Table 1 reflects, _____ School's expected number of school over-aged children to enter school for School Year **2024-2025**, based on the joint mapping conducted by the school and barangay personnel from January 27, 2024 to February 23, 2024

Table 1. Mapping Summary

GRADE LEVEL	Age	NO. OF SCHOOL-AGED LEARNERS
GRADE 7	13 & UP YRS. OLD	
GRADE 8	14 & UP YRS. OLD	
GRADE 9	15 & UP YRS. OLD	
GRADE 10	16 & UP YRS. OLD	
GRADE 11	17 & UP YRS. OLD	
GRADE 12	18 & UP YRS. OLD	
TOTAL		

Date Submitted: February 23, 2024

Prepared: _____
Mapping Coordinator

Reviewed: _____
School Head

Certified: _____
BHW/BPO

Approved: _____
Barangay Captain