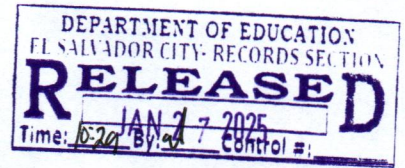




Republic of the Philippines  
Department of Education

REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



**Office of the Schools Division Superintendent**

**January 24, 2025**

DIVISION OFFICE MEMORANDUM

No. 025, s. 2025

**CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026**

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

1. Pursuant to **Central Office Memorandum** dated January 21, 2025 re **Early Registration For School Year 2025-2026**, the field is hereby directed to conduct Early Registration from January 25, 2025 to February 15, 2025 for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools.
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 in the school campus;
  - 2.2. Conduct Early Registration via face-face and/or through other means necessary like facebook or email utilizing the Early Registration Form (See Attached File). Further, the field is instructed to strictly enforce and implement the Kindergarten cut-off age as stipulated in D.O 020, s. 2018 (Amendment to DepEd Order No. 47 s. 2016)
  - 2.3. Post the Early Registration Tarpaulin at the school gate and other conspicuous areas within the community



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Telephone No: (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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- 2.4. Announce the conduct of the registration process using all available platforms or media, conduct recorida and/or caravan if necessary, conduct community mapping, perform consolidation and triangulation of mapping data with the BHW, BPO and other personnel from the Barangay
  - 2.5. Report the Early Registration Data to the Learner Information System everyday starting January 27, 2025 to February 15, 2025
  - 2.6. Comply the Division Early Registration 2025-2026 Tracker through <https://bit.ly/EarlyRegTracker2025-2026>
  - 2.7. Create promotional videos, if necessary, highlighting the school's programs, projects, activities and facilities to showcase the school and invite learners to enroll.
  - 2.8. Document the conduct of the entire registration process and post pictures to the Division Early Registration Facebook Page [Elsalvadorcityearlyreg2025-2026](#) with the hashtag [#R10earlyregistration2025](#)
3. 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.
4. For strict compliance. 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:

**EarlyRegistration2025-2026**



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