



Republic of the Philippines  
**Department of Education**  
Region VII, CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division Superintendent**

May 18, 2023

**DIVISION MEMORANDUM**

No. **0232**, s. 2023

**CONDUCT OF EARLY REGISTRATION FOR SCHOOL YEAR (SY) 2023-2024**

To: Assistant Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
Private School Heads  
All Other Concerns

1. Enclosed herewith is DepEd Order No. 010, s. 2023, "Amendment to DepEd Order No. 03, s. 2018", announcing the schedule for the **conduct of early registration for the SY 2023-2024**, contents of which are self-explanatory.
2. All public and private schools shall adhere accordingly to the information and specific instructions stipulated in the aforementioned DepEd Order.
3. All public Elementary and Secondary Schools are mandated to utilize the hereto attached **Basic Education Enrollment Form (Revised as of March 27, 2023)**. However, Private Schools shall have the option to use such form.
4. All public Elementary and Secondary Schools shall designate Early Registration Desks or Registration Centers in the school premises and organize their school Early Registration Task Force, which shall be composed of a Chairperson and Members. Hotlines shall also be made available and accessible to address inquiries, clarifications, and other related concerns.
5. Daily updating or encoding in the Early Registration facility in the Learner Information System (LIS) shall be done by every school using the school head's or administrator's account.
6. All schools are advised to undertake information dissemination, massive campaign activities, and different local forms of media for advocacy to raise awareness on early registration. The link for the materials can be accessed at **bit.ly/EarlyRegSY2324**.
7. Immediate dissemination of and compliance to this Memorandum are directed.

**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: [deped.bohol@deped.gov.ph](mailto:deped.bohol@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAY 15 2023

REGIONAL MEMORANDUM

No. **0300**, s.2023

**EARLY REGISTRATION FOR THE SY 2023-2024**

To: **Schools Division Superintendents**  
All Others Concerned

1. Attached herewith the DepEd Order No. 010, s. 2023, "Amendment to DepEd Order No. 03, s. 2018", announcing the schedule for the conduct of early registration for the school year 2023-2024.
2. In line with this directive, all Schools Division Offices are strictly required to adopt to the slated scheduled dates for the early registration. The data from public schools shall be encoded on Learner Information System (LIS) while those from private schools shall be recorded on the template provided by this office which can be scored from this link <https://bit.ly/Early-Registration-Template>.
3. The submission of reports by the Division Planning Officers for both public and private schools registered entrants shall be done daily from Monday to Friday at 3:00 PM. The reports from private schools will be sent through [pprdro7.data@deped.gov.ph](mailto:pprdro7.data@deped.gov.ph).
4. For the information and guidance of all concerned.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO IV**  
Director IV  
Regional Director

STJ/FYA/PPRD/BDT/smtc



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231:1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph



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](mailto: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