



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

**Office of the Schools  
Division Superintendent**

January 31, 2024

DIVISION MEMORANDUM  
No. 036 , s. 2024

To: Assistant Schools Division Superintendents  
Chiefs of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private School Heads  
All Others Concerned

**CONDUCT OF THE EARLY REGISTRATION FACILITY FOR SY 2024-2025**

1. Pursuant to the DepEd Memorandum, signed by the Undersecretary for Administration and Assistant Secretary for Administration, titled: Early Registration for School year 2024-2025, which is self-explanatory, all public schools are directed to participate in the conduct of the Early Registration.
2. This activity shall start on January 27, 2024 to February 23, 2024, thus all public schools are reminded and guided accordingly of the following matters:
  - a. Daily updating and encoding of the Early Registration data in the Learner Information System (LIS) using the school head or school administrator account. Using the Basic Education Enrollment Form attached, schools shall ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.
  - b. Preferably, the conduct of the activity shall be done through face to face transactions. However, the schools may continue to implement other options in collecting the enrollment forms.
  - c. Cut-off age as stipulated in DO 020 s. 2018 (Amendment to DepEd Order No. 47, s. 2016) shall be strictly followed.



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3. Private schools are encouraged to conduct their respective early registration activities within the same period and shall submit their data to this link, **<http://tinyurl.com/Private-Schools-Early-Reg>** .
4. For your widest dissemination and strict compliance.

  
**CASIANA P. CABERTE PhD, CESO VI**  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
PLANNING SERVICE

Office of the Director

**MEMORANDUM**

**FOR:** **MINISTER, BASIC, HIGHER AND TECHNICAL  
EDUCATION, BARMM  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL PLANNING OFFICERS  
DIVISION PLANNING OFFICERS  
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

**FROM:** **NOLASCO A. MEMPIN**  
Undersecretary for Administration

**NOEL T. BALUYAN**  
Assistant Secretary for Administration  
Officer-in-Charge  
Planning Service

**SUBJECT:** **EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025**

**DATE:** 22 January 2024

Pursuant to Paragraph V. Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. 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.

2. 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.
3. 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.
4. 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).
5. 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 2024–2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

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).



**BASIC EDUCATION ENROLLMENT FORM**

THIS FORM IS NOT FOR SALE.

School Year  -

Grade level to Enroll:

Check the appropriate box only

1. With LRN?  Yes  No

2. Returning (Balik-Aral)  Yes  No

**INSTRUCTIONS:**

Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

**LEARNER INFORMATION**

PSA Birth Certificate No. (if available upon registration) \_\_\_\_\_ Learner Reference No.

(LRN) Last Name

Birthdate (mm/dd/yyyy)

Place of Birth (Municipality/City)

First Name

Sex  Male  Female

Age

Mother Tongue

Middle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community

Yes  No If Yes, please specify: \_\_\_\_\_

Extension Name e.g. Jr., III (if applicable)

Is your family a beneficiary of 4Ps?  Yes  No

If Yes, write the 4Ps Household ID Number below

Is the child a Learner with Disability?  Yes  No

If Yes, specify the type of disability:

- Visual Impairment
- Hearing Impairment
- Learning Disability
- Intellectual Disability
- a. blind
- Autism Spectrum Disorder
- Emotional-Behavioral Disorder
- Orthopedic/Physical Handicap
- b. low vision
- Speech/Language Disorder
- Cerebral Palsy
- Special Health Problem/ Chronic Disease
- Multiple Disorder
- a. Cancer

**Current Address**

House No.	Sitio/Street Name	Barangay	
Municipality/City	Province	Country	Zip Code

Permanent Address Same with your Current Address?  Yes  No

House No./Street	Street Name	Barangay	
Municipality/City	Province	Country	Zip Code

**PARENT'S/GUARDIAN'S INFORMATION**

**Father's Name**

Last Name	First Name	Middle Name	Contact Number
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**Mother's Maiden Name**

Last Name	First Name	Middle Name	Contact Number
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**Legal Guardian's Name**

Last Name	First Name	Middle Name	Contact Number
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**For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In**

Last Grade Level Completed \_\_\_\_\_

Last School Year Completed \_\_\_\_\_

Last School Attended \_\_\_\_\_

School ID 

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**For Learners in Senior High School**

Semester  1st  2<sup>nd</sup>

Track \_\_\_\_\_

Strand \_\_\_\_\_

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

Modular (Print)

Online

Radio-Based Instruction

Blended

Modular (Digital)

Educational Television

Homeschooling

I hereby certify that the above information given are true and correct o the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

\_\_\_\_\_  
Signature Over Printed Name of Parent/Guardian

\_\_\_\_\_  
Date