



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

February 4, 2025

DIVISION MEMORANDUM
No. **078**, s. 2025

EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
All Others Concerned

1. Attached is the Regional Memorandum no. 0086, s. 2025, titled: EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026, which is self-explanatory.
2. This reiterates the schedule for the Early Registration from January 25, 2025 until February 15, 2025.
3. Public Schools are directed to encode daily their number of Kindergarten, Grade 1, 7, and 11 registrants in the Learner Information System (LIS) until February 15, 2025, @ 11:59pm.
4. 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. Immediate dissemination and compliance to this Memorandum is directed.


FAY C. LUAREZ EdD, PhDTM, CESO VI
OIC - Schools Division Superintendent 

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

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0085** s. 2025

27 JAN 2025

EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026

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

1. Attached is a Memorandum from **Undersecretary Ronald U. Mendoza PhD**, Strategic Management, regarding the conduct of **Early Registration for School Year 2025-2026**. The memorandum reiterates the schedule for early registration, which is set from **January 25, 2025, to February 15, 2025**.
2. The early registration form is attached to this memorandum and may also be accessed through the following link: https://bit.ly/SY2025_2026EarlyRegForm.
3. School personnel involved in the conduct of early registration beyond their regular working hours or days shall be entitled to appropriate compensation: teaching personnel may be granted vacation service credits in accordance with **DepEd Order No. 13, s. 2024** (Revised Guidelines on the Grant of Vacation Service Credits for Teachers), while non-teaching personnel may be granted Compensatory Time-Off (CTO) pursuant to **CSC-DBM Joint Circular No. 2, s. 2004** on Non-Monetary Remuneration for Overtime Services.
4. Immediate dissemination of and compliance with this Memorandum are directed.


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

STJ/FYA/PPRD/BDT/agd



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



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Republic of the Philippines
Department of Education

MEMORANDUM

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

FROM : 
RONALD U. MENDOZA, PhD
Undersecretary for Strategic Management 


MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : EARLY REGISTRATION FOR SCHOOL YEAR 2025-2026

DATE : 21 January 2025

Pursuant with the DepEd Order No. 03, s. 2018, "Basic Education Enrollment Policy", and DO 09, s. 2024 or the "Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2024-2025", the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7, and 11 learners in public schools for **School Year 2025-2026** shall commence on **25 January 2025 and ends on 15 February 2025**.

Early registration is conducted to ensure that all new entrants for the abovementioned grade-levels are registered.

All public elementary and secondary schools shall be guided accordingly of the following matters:

1. Early registration may be done through face-to-face registration within the schools and/or implement other means of reaching out to learners and collecting early registration forms.
2. Public elementary and secondary schools shall use the printed or electric copy of the Basic Education Early Registration Form to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners are properly captured. A copy of the said Form is attached as Annex 1 to this memorandum and can be downloaded here: https://bit.ly/SY2025_2026EarlyRegForm.



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Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8638-1780;



3. Daily reporting of the school's early registration data in the Learner Information System (LIS) - Early Registration facility shall be done using the School Head or School Administrator account.
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 shall also intensify the conduct of child-mapping or house-to-house activities to encourage parents/guardians to register school-aged children and Out-of-School Children and Youth (OSCY) in the communities.
6. Schools Division Superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage parents/guardians of prospective learners to participate in the Early Registration for SY 2025-2026.

For more information, please contact the **Policy and Planning Service - Education Management Information System Division (PPS-EMISD)** through email at ps.emisd@deped.gov.ph, or you may visit them on 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City.



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BASIC EDUCATION EARLY REGISTRATION FORM

THIS FORM IS NOT FOR SALE

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

1. School Year -

2. Grade Level to Enroll:

Learner Reference No. (LRN), if applicable:

3.Learner's Personal Information

Learner's Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Birthdate (mm/dd/yyyy): / / Age: Sex: Male Female Religion:

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community? No If yes, please specify:

Is the learner a person with disability (PWD)? No If yes, please specify:

Current Address: _____
House No. Sitio/Street Barangay Municipality/City Province

Father's Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Mother's Maiden Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Legal Guardian's Name: _____
(Last Name) (Given Name) (Middle Name) (Extn. Name, if any)

Contact Number:

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details for the early registration data collection. 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



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