



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

CAGAYAN DE ORO CITY
RELEASED
DATE: MAY 10 2022

Office of the Schools Division Superintendent


May 6, 2022

Memorandum
No. 127 s. 2022

**GRANT OF SERVICE CREDITS TO TEACHERS WHO SERVED
DURING THE EARLY REGISTRATION FOR SY 2022-2023**

To: OIC – Assistant Schools Division Superintendent
Human Resources Management Officer
Public Schools District Supervisors
Public Elementary and Secondary School Heads/ SICs
All Concerned
This Division

1. Relative to the conduct of Early Registration for SY 2022-2023 from March 25 to April 30, 2022, teachers who served during the said activity shall be granted Service Credits equivalent to the days rendered.
2. School Principals shall prepare recommendation letter, list of names with number of days due for each personnel. The request shall include accomplishment reports and Daily Time Record.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. For information, guidance, and compliance.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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Republic of the Philippines
Department of Education

21 MAR 2022

DepEd MEMORANDUM

No. **017**, s. 2022

CONDUCT OF THE EARLY REGISTRATION FOR SCHOOL YEAR 2022-2023

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
School Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the incoming class opening, the Department of Education (DepEd) announces that the Early Registration for School Year (SY) 2022-2023 shall be conducted **from March 25 to April 30, 2022**, nationwide.
2. As stipulated in DepEd Order (DO) No. 03, s. 2018 or the **Basic Education Enrollment Policy**, all incoming Kindergarten, Grades 1, 7, and 11 learners in all public elementary and secondary schools shall pre-register to allow the Department to make necessary preparations and adjustment of plans for the incoming school year. Grades 2-6, 8-10, and 12 are considered pre-registered and will not need to participate in the early registration. Private schools are encouraged to conduct their respective early registration activities on the same timeframe.
3. 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 or school administrator account. Schools shall utilize the Modified Basic Education Enrollment Form (electronic or printed copies) to ensure that the necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners and other data such as preferred learning modality are obtained properly.
4. 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.
5. In the context of the prevailing COVID-19 public health emergency, the conduct of the early registration shall be done remotely in areas under Alert Levels 3 to 5. In-person registration through parents or guardians may be allowed in areas under Alert Levels 1-2 provided physical distancing and health and safety protocols are strictly observed.
6. School authorities of public and private schools are mandated to strictly implement the kindergarten cut-off age under DO 020, s. 2018, **Amendment to DepEd Order No. 47, s. 2016**.

7. 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.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (No. 03 and 020, s. 2018)



To be indicated in the Perpetual Index under the following subjects:

ADMISSION
BASIC EDUCATION
DATA
ENROLLMENT
KINDERGARTEN EDUCATION
LEARNERS
PROGRAMS
SCHOOLS
TEACHERS

JDMC/APA/MPC, DM Conduct of the Early Registration for SY 2022-2023
0071 - March 17, 2022