



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

March 22, 2022

DIVISION MEMORANDUM

No. 98, s. 2022

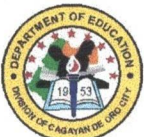
CONDUCT OF THE EARLY REGISTRATION FOR SY 2022-2023

TO: CID Personnel
SGOD Personnel
Elementary and Secondary School Administrators
Public Schools
This Division

1. In compliance to DepEd Memorandum No. 17, s. 2022, the field is hereby directed to conduct the Early Registration for Kindergarten, Grades 1, 7 and 11 learners in all public elementary and secondary schools from March 25 to April 30, 2022. Grade 2-6, 8-10, and 12 learners are considered pre-registered.
2. Daily updating or encoding in the Learner Information System (LIS) Early Registration facility shall be done using school head or system administrator account. Schools may also encode in the Early Registration facility the prospective enrollees for other grade levels (Grades 2-6, 8-10 and 12) based on the previous enrollment.
3. Schools are instructed to use the Modified Basic Education Enrollment Form (Annex 1).
4. School authorities are mandated to strictly implement the kindergarten cut-off age under DO 20, s. 2018, Amendment to DepEd Order No. 47, s. 2016.
5. Personnel who conducted early registration monitoring during Saturdays is entitled for a Compensatory Time Off.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all concerned personnel/individual regardless of disability, sexual orientation, gender, age, religion and ethnicity.
7. Immediate compliance of this Memorandum is desired.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Encl.: DM 17, s. 2022
Reference: Early Registration issuances
To be indicated in the Perpetual Index



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048
Website: www.depedcdo.net
Email: cagayandeoro.city@deped.gov.ph



MODIFIED BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

Check the appropriate box only:

School Year: -

No LRN With LRN

Grade level to Enroll:

Returning (Balik-Aral)

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.

STUDENT INFORMATION

PSA Birth Certificate No. (if available upon registration) _____

Learner Reference No. (LRN)

LAST NAME

FIRST NAME

MIDDLE NAME

EXTENSION NAME e.g. Jr., III (if applicable)

DATE OF BIRTH / / SEX MALE FEMALE AGE _____

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

Mother Tongue _____

ADDRESS

House Number and Street

Barangay

City/Municipality/Province/Country

Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name (Last Name, First Name, Middle Name)

Mother's Maiden Name (Last Name, First Name, Middle Name)

Guardian's Name (Last Name, First Name, Middle Name)

Telephone No. _____ Cellphone No. _____

For Returning Learners (Balik-Aral) and Those Who Shall Transfer/Move In

Last Grade Level Completed _____ Last School Year Completed _____

School Name _____ School ID

School Address _____

For Learners in Senior High School

Semester 1st Sem 2nd Sem

Track _____ Strand (if any) _____

Preferred Distance Learning Modality/ies

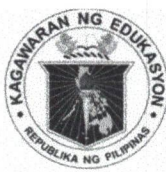
Modular (Print) Online Radio-based instruction Blended

Modular (Digital) Educational TV Homeschooling

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 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



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



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