
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003
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January 28, 2019

DIVISION MEMORANDUM
No. 39 S. 2019

RELEASED


EARLY REGISTRATION FOR SCHOOL YEAR 2019-2020

JAN 29 2019

To : Heads of Public Elementary and Secondary Schools

By 
DepEd Angeles City
Division of City Schools

1. Please be informed of the Early Registration of incoming Kindergarten, Grades 1, 7 and 11 learners in Public Schools for S.Y 2019-2020 from January 26 – February 22, 2019. This is to ensure all new entrants for Kindergarten, Grades 1, 7 and 11 learners are registered and to locate, identify, and register Out-of-School Children (OSC) and Out-of-School Youth (OSY) in the community.
2. Attached is Regional Memorandum No. 12, s. 2019 entitled "Early Registration for School Year 2019-2020", for your reference and information.
3. Wide dissemination of this Memorandum is desired.


LEILANI SAMSON-CUNANAN, CESO VI
Schools Division Superintendent

Mha/sgod/adminaidevi

"SMILES BRIGHT, SERVES RIGHT"

cn #2019-02B



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION III

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REGIONAL MEMORANDUM

No. 12, S. 2019

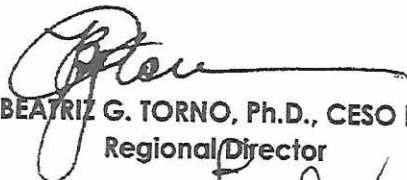
To : Assistant Regional Director
Schools Division Superintendents
Regional Division Chiefs

EARLY REGISTRATION FOR SCHOOL YEAR 2019-2020

1. Pursuant to DepEd Order No. 3, s. 2018, Basic Education Enrollment Policy, this Office informs the field of the commencement of Early Registration of incoming Kindergarten, Grades 1, 7 and 11 learners in public schools for S.Y. 2019-2020 from January 26 – February 22, 2019. This is to ensure all new entrants for Kindergarten, Grades 1, 7 and 11 learners are registered and to locate, identify, and register Out-of-School Children (OSC) and Out-of-School Youth (OSY) in the community.
2. The Schools Division Superintendent shall lead and organize a team that will spearhead the advocacy campaign. Schools shall undertake activities such as the following: conduct house-to-house campaigns, post materials such as tarpaulins, banners, brochures, post on social media, and secure radio/television broadcast and advertisement. In addition, schools are encouraged to involve parents, local barangay officials, civic organizations and other stakeholders. Elementary and secondary public-school officials shall designate Early Registration Desks or Registration Centers in the school premises and individuals who will handle the registration.
3. Each SDO shall also identify areas without schools but may have enrollees. The SDS shall designate a focal person (preferably the Public Schools District Supervisor) to work with the concerned Barangay Chairperson for early registration to be done in the barangay. Likewise, registration of street children who were identified during Child Finding Activities shall be conducted by the SDOs in coordination with the local social worker of the Department of Social Welfare and Development.

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4. Early Registration Facility for SY 2019-2020 in the Learner Information System (LIS) will be available from January 22 to February 22, 2019. Learners with no existing profile in the LIS shall fill out the Basic Education Enrollment Form and submit their Birth Certificate from the Philippine Statistics Office (PSA) formerly National Statistics Office (NSO) or the local civil registrar, or barangay certification to the person in charge of registration. Pertinent information from these documents shall be encoded in the LIS to create the learners' profiles. They will be tagged as pre-registered learners. LRNs will only be issued on the first date of attendance. Grades 1,7 and 11 learners who have an existing account in the LIS i.e. have LRNs will be tagged as pre-registered but will still need to update their information by filling out the Basic Education Enrollment Form. It is the responsibility of the concerned school personnel to ensure that this updated information is reflected in the LIS.
5. The School Governance Operations Division of the SDOs are required to conduct monitoring, provide technical assistance and gather issues, best practices and feedback. Likewise, Planning Officers are required to monitor the creation and updating of Learners' Profiles in the LIS. SDOs should ensure that School Heads comply with the provisions of Early Registration.
6. Immediate and wide dissemination of this Memorandum is directed.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

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