



Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



25 Jan 2024

**DIVISION MEMORANDUM**  
**No 044, s. 2024**

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
Private Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed of the DepEd Unnumbered Memorandum dated June 22, 2024, titled "Early Registration for School Year 2024-2025" from January 27 - February 23, 2024. This is to ensure that all new entrants for Kindergarten, Grades 1, 7, and 11 learners are registered.
2. Private schools are also encouraged to conduct their respective early registration activities within the same period
3. Attached is the Unnumbered Memorandum and the Basic Education Enrollment Form for your reference and information.
4. Wide dissemination of and strict compliance with this Memorandum is earnestly desired.

**ENGR. EDGARD C. DOMINGO PhD, CESO V** *wh*  
Schools Division Superintendent

Reference: Memorandum from the Undersecretary for Administration  
To be indicated in the Perpetual Index  
under the following subjects:

**ENROLLMENT      LEARNERS**

MQC/PAR/January 25, 2024





Republic of the Philippines  
**Department of Education**

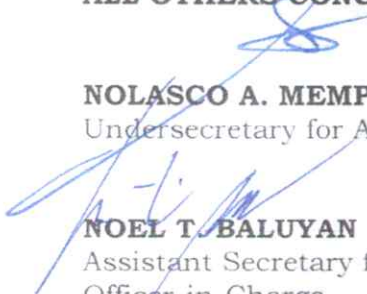
PLANNING SERVICE

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

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

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

**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:

- |  |   |  |                                  |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Modular (Print)   | <input type="checkbox"/> Online                 | <input type="checkbox"/> Radio-Based Instruction | <input type="checkbox"/> Blended |
| <input type="checkbox"/> Modular (Digital) | <input type="checkbox"/> Educational Television | <input type="checkbox"/> 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