



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
Government Center, Candahug, Palo, Leyte



January 30, 2017

**REGIONAL MEMORANDUM**  
No. 043s. 2017

**EARLY REGISTRATION FOR SCHOOL YEAR 2017-2018**

**To:** Schools Division Superintendents  
Regional Office Chiefs  
Heads, Public Elementary and Secondary Schools  
All Others concerned

1. Pursuant to DepEd Order No. 6 s. 2017, dated January 27, 2017 entitled **"MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY REGISTRATION"**, there shall be a regional monitoring on the conduct of the Early Registration for SY 2017-2018.
2. For this purpose, the following members of the Regional Field Technical Assistance Composite Team (RFACT) shall serve as the Regional Monitors:

<b>Division</b>	<b>RFACT Members/Monitors</b>
Catbalogan City	Rhodora Sison and Amenia Aspa
Biliran	Reynaldo Nayre and Rowena Vacal
Borongan City	Isidro Catubig and Gertrudes Mabutin
Calbayog City	Marlo Camposano and Sonny Tayum
Baybay City	Alejandrino Yman and Nova Jorge
Eastern Samar	Harvie Villamor and Joy Bihag
Leyte	Cesar Verunque and Mercedes Sarmiento
Maasin City	Sarah Cabaluna and Deanrick Endriano
Ormoc City	Rachel Cuevas and Alfredo Cafe
Northern Samar	Ramon Daga and Virgilia Dableo
Samar	Rita Dimakiling and Alejandra Lagumbay
Southern Leyte	Rosemarie Guino and Gerardo Adtoon
Tacloban City	Susana Acuin and Eden Dadap



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3. The Regional Monitors shall be at their respective assignments for **two (2) days only** within **January 30, 2017 to February 24, 2017**. They shall use the herein attached monitoring checklist and submit the same to the Policy, Planning and Research Division (PPRD) within three (3) days after the official travel for consolidation and submission to the DepEd Central Office. Likewise, they are expected to follow-up the status of enrolment and activities through text, call or email after their actual monitoring.
4. Schools Division Offices and the public elementary and secondary schools are advised to use and accomplish the attached template and submit the same to the Office of the Policy, Planning and Research Division (PPRD) on or before **February 24, 2017** thru email to [depdro8pprd@yahoo.com](mailto:depdro8pprd@yahoo.com).
5. Travelling expenses of the Regional monitors shall be charged to local funds subject to existing accounting and auditing rules and regulations.
6. Wide dissemination of and strict compliance with this memorandum are desired.

  
**RAMIR B. UYTICO, Ed.D., CESO IV**  
OIC-Regional Director

Enclosure: As stated

Reference: DepEd Order No. 6, s. 2017

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

ADMISSION OR ENROLMENT  
BASIC EDUCATION  
CAMPAIGN  
KINDERGARTEN EDUCATION  
LEARNERS  
ORGANIZATIONS  
SCHOOLS



Republic of the Philippines  
**Department of Education**

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27 JAN 2017

DepEd ORDER  
No. **6**, s. 2017

**MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY REGISTRATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. Early Registration activities for the incoming school year for all public elementary and secondary schools are held from the last Saturday of January to the last Friday of February of each year.
2. With the support of local officials, civic organizations, people's organizations (POs), and the community, a massive advocacy campaign to find children and youth not currently enrolled and bring them back to school shall be undertaken for one month. The activities in support of early registration and the registration process is enclosed.
3. The following are the objectives of the early registration:
  - a. To ensure that all five-year old children are enrolled in kindergarten;
  - b. To ensure that learners who are in school continue their schooling;
  - c. To map household in all barangays and record information for potential enrollees of Alternative Learning System (ALS);
  - d. To locate, identify and enrol out-of-school children and youth who:
    - i. are in remote/geographically isolated areas;
    - ii. are in difficult circumstances;
    - iii. belong to disadvantaged groups or who suffer from discrimination;
    - iv. have disabilities or in need of special education; and
    - v. have dropped out but would like to go back to school.
  - e. To understand the barriers to access to education and identify local solutions or interventions to bring them to school and ensure that they do not drop out.
4. Schools are urged to come up with various activities such as house-to-house campaigns or meeting with local and barangay officials, civic organizations and People's Organizations to help and locate children who should be in school. Regional offices and schools division offices (SDOs) shall support school campaigns.

5. Expenses related to Early Registration Day shall be charged to local funds, as appropriate and as authorized, subject to existing accounting and auditing rules and regulations.
6. These multi-year guidelines shall take effect starting FY 2017, and shall remain in force thereafter unless sooner repealed, amended, or rescinded.
7. For more information, all concerned may contact the **DepEd Action Center** at telephone nos. (02) 636-1663, (02) 636 1942, and mobile phone no. 0919-456-0027 or through email at [action@deped.gov.ph](mailto:action@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Order is directed.



**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated

Reference:

DepEd Order No. 5, s. 2016

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

ADMISSION OR ENROLMENT  
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(Enclosure to DepEd Order No. 6, s. 2017)

## **ACTIVITIES IN SUPPORT OF EARLY REGISTRATION AND THE REGISTRATION PROCESS**

### **Advocacy Campaign**

1. The Regional Offices (ROs) and Schools Division Offices (SDOs) through their respective information officers and/or Public Affairs Units shall organize Communications Teams, which shall support this campaign.
2. Schools are enjoined to work with parents, local *barangay* officials, Barangay Council for the Protection of Children (BCPC), civic organizations, people's organizations (POs) and other stakeholders.

### **Child or Youth Find Activities**

1. SDOs and schools shall lead the *Child or Youth Find Activities*, in collaboration with the LGUs and BCPCs.
2. Schools near indigenous cultural communities shall be mobilized to ensure early registration of the targeted enrollees. These schools should coordinate with the Division IPEd Focal Person for support on the curriculum contextualization/culture-based intervention of education for Indigenous Peoples learners. Likewise, street visits shall be conducted by SDOs.
3. High school principals and staff shall work with the chairpersons of the *barangay* and may also tap the Student Government Organization officials and Boy Scout/Girl Scout leaders to locate elementary graduates who either have not enrolled in high school or dropped out of school so that appropriate program interventions could be planned.
4. Trained SPED teachers assigned to regular schools and all health personnel will assist in locating children and youth with disabilities, from five (5) to 18 years old, who have not been to school. Elementary or high school principals and other trained school personnel shall visit families with children who require special education to assess their educational needs to be able to plan for providing these children's educational support and intervention.

### **Early Registration**

1. **Age Qualification for Kindergarten**  
Children who will turn five (5) years old by the end of August (as per DO 47, s. 2016).
  - a. The Kindergarten curriculum is intended to help children who are at least five years old to acquire the values, attitudes and competencies which are known to enable successful and beneficial participation in school learning experiences.
  - b. Private schools are given latitude in implementing basic education as stated in the Implementing Rules and Regulations of Republic Act No. 10533, Section 6, "The DepEd may allow private educational institutions flexibility in adopting the program provided that they comply with the DepEd-prescribed minimum standards consistent with the Act."

2. **Qualification for Grade 1**  
Kindergarten completers will be accepted in Grade 1.
3. **Documentary Requirement:**
  - a. The birth certificate of the child shall be the documentary basis for early registration. The birth certificate is submitted to the person in-charge of handling the registration. There is no need to submit again a copy.
  - b. If not available during the Early Registration period, the document can be submitted within the school year.
  - c. The same document is required for other children and youth who have never been to school.
4. Elementary and high school officials shall identify the Registration Centers (RCs) in the school premises and individuals who will handle the registration.
5. Each SDO shall identify areas without schools but may have enrollees, and the SDS shall designate the District Supervisor to work with the concerned Barangay Chairperson so that early registration can be done in the barangay. Likewise, registration of street children who were identified during the street visits shall be conducted by the SDOs. The SDO should coordinate with the DSWD for this activity.
6. **Registration of Children and Youth with Special Needs**  
The Division Supervisor who is in-charge of Special Education (SPED), shall facilitate the overall planning and implementation of the registration process. He/She shall plan with SPED Centers and trained SPED teachers, together, with health personnel, on their specific roles in the registration process:
  - a. Conduct an orientation on the screening and identification of children and youth with disabilities in regular schools without SPED programs;
  - b. Network with organizations/associations of people with disabilities (PWDs) or those working for PWDs, including government agencies, which can provide assistance to regular schools;
  - c. Prepare a deployment schedule of SPED teachers, health personnel, and the NGO, PWD volunteers during the *Early Registration*; and
  - d. Communicate possible interventions to the families/parents/guardians of children with special needs during the early registration. This will help to convince them to enrol their children in special education.
7. Registration of OSCs and OSYs Learners who have dropped out from elementary or secondary schools and who want to be enrolled in the formal system through an *Alternative Delivery Mode (ADM)* or the *Alternative Learning System (ALS)* shall present their *report card* to the Teacher-in-Charge of the registration. If the report card is not available, a *certification letter* signed by the parent/guardian can be presented.
8. Elementary and high school officials, SDOs and ROs shall ensure that children or youth registered during this period come to school on the opening of classes in June.

Department of Education  
**Early Registration Data**  
 As of February 24, 2017

Division: \_\_\_\_\_

Level	Enrolment in SY 2016-2017	Enrolment for Early Registration SY 2017-2018	Increase (Decrease) from previous grade level*	REMARKS
<b>Elementary</b>				
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
SPED				
<b>Junior High School</b>				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
<b>Senior High School</b>				
Grade 11				
Grade 12				

\* Early Registration SY 2017-2018 - Enrolment in SY 2016-2017 of previous grade level

**ADM/ALS Tentative Enrolment for CY 2017 by Barangay**  
 Number of Out of School Children/Youth

Name of Barangay	Alternative Delivery Mode (ADM)	Alternative Learning System (ALS)	Total	REMARKS

**Identified Barriers to access to education**


**Identified Local Solutions**


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**Other Issues and Concerns**


**Prepared by:**

**Noted by:**

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**Early Registration Focal Person**

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**Schools Division Superintendent**