



RRD

Republika ng Pilipinas  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

Department of Education  
National Capital Region

RELEASED

Date: 16 JAN 2019 Time: \_\_\_\_\_

January 14, 2019

**Regional Memorandum**

No. 14, s. 2019

**EARLY REGISTRATION FOR SY 2019-2020**

**TO :** School Division Superintendent  
Public Elementary and Secondary School Administrators  
All Concerned

1. This is to remind all school officials about the conduct of the **Early Registration** of learners from Kindergarten to Grade 12 as per Enclosure Nos. 1 & 2 of DepEd Order No. 25, s. 2018 from January 26 to February 27, 2019.
2. The **Early Registration** primarily aims to establish data base of expected enrollees for SY 2019 – 2020 in order to prepare the needs of learners for instructional materials, school buildings, teachers and other needs.
3. The Schools Division Offices, together with the Regional Office, are expected to conduct varied activities in preparation for the **Early Registration and** in reaching prospective registrants which may include but not limited to the following:
  - a. Information Campaign
  - b. House-to-house visits
  - c. Meeting/Coordination with Barangay Officials, Civic Organizations and People's Organization
4. The following details are lifted from DepEd Order No. 6, s. 2017 – **MULTI-YEAR IMPLEMENTING GUIDELINES ON EARLY REGISTRATION:**
  - a. Qualification for Grade 1 – Kindergarten completers will be accepted in Grade 1
  - b. Documentary Requirement:
    - i. 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.
    - ii. If not available during the Early Registration period, the document can be submitted within the school year.
    - iii. The same document is required for other children and youth who have never been to school.

5. All SDOs are also advised to exert efforts in registering the street children in their locality in coordination with the local Department of Social Welfare and Development.
6. With respect to cut-off age for Kindergarten, the following details are lifted from DepEd Order No. 20, s. 2018 – **AMENDMENT TO DEPED ORDER NO. 47, S. 2016, OTHERWISE KNOWN AS THE “OMNIBUS POLICY ON KINDERGARTEN EDUCATION,” CLARIFYING THAT THE CUT-OFF AGE POLICY IS APPLICABLE TO BOTH PUBLIC AND PRIVATE SCHOOLS AND PROVIDING FOR TRANSITORY PROVISION TO ACCOMMODATE KINDER AND GRADE ONE ENROLLEES FOR SY 2018-2019 AND 2019-2020 WHO MAY BE AFFECTED BY THIS POLICY, AND FOR OTHER PURPOSES**, that:
  - a. For SY 2019-2020:
    - i. Learners who completed Kindergarten during SY 2018-2019 can enroll in Grade I, provided that they turn five (5) years old within SY 2018-2019 when they complete Kindergarten;
    - ii. Incoming Kindergarten must strictly comply with the cut-off age policy stated in DepEd Order No. 47, s. 2016, as amended by this Order.
7. For the information and guidance of all concerned.



**WILFREDO E. CABRAL**  
Officer-in-Charge  
Office of the Regional Director