



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

15 May 2023

DIVISION MEMORANDUM
SGOD No. **057**, s. 2023

EARLY REGISTRATION SCHOOL YEAR 2023-2024

To: Schools Governance and Operation Division Chief
Curriculum Implementation Division Chief
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 010, s. 2023 on the **Amendment to DepEd Order No. 03, s. 2018 (Basic Education Enrollment Policy)**, this office, through the Planning and Research Section of the School Governance and Operations Division (SGOD), shall facilitate the conduct of Early Registration for the School Year 2023-2024 of incoming Kindergarten, and Grades 1, 7, and 11 learners in all public schools from May 10 to June 9, 2023.

2. This activity aims to ensure that all incoming learners enrolling in Kindergarten, and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow DepEd to make the necessary preparations and adjustments plans for the incoming SY 2023-2024.

3. For more information, personnel concerned are advised to refer to these enclosures.

a. Enclosure No. 1 - DO 010, s. 2023

b. Enclosure No. 2 - Basic Education Enrollment Form

4. Daily encoding and updating of early registration data shall be monitored through the Early Registration facility in the Learner Information System.

4. Information, Education and Communication (IEC) materials on Early Registration can be accessed through this link: <http://bit.ly/EarlyRegSY2324>

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SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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5. For any inquiry regarding the conduct of this activity, personnel concerned are advised to contact the Planning and Research Section through telephone number 228-3781.
6. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA. CESE
Schools Division Superintendent

Encl.: As Stated

Reference: DO 010, S. 2023

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

ADMISSION	AMENDMENT
ENROLLMENT	LEARNERS
POLICY	KINDERGARTEN EDUCATION

CTF/DM-early registration school year 2023-2024
0000/May 15, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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Republic of the Philippines
Department of Education

MAY 09 2023

DepEd ORDER
No. **010**, s. 2023

AMENDMENT TO DEPED ORDER NO. 03, s. 2018
(Basic Education Enrollment Policy)

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 03, s. 2018, or the Basic Education Enrollment Policy which institutionalized an efficient enrollment process in public and private schools and state/local universities and colleges (SUCs/LUCs), as well as provides the schedule of the conduct of early registration.
2. With the shift of the beginning of the school year (SY) from June to August in the previous years, the Department amends the schedule of the conduct of early registration in Paragraph V.A which shall read as follows:

V. Enrollment Procedure

A. Early Registration

Early registration for the school year 2023–2024 of incoming Kindergarten, Grades 1, 7, and 11 learners in public schools shall be conducted from May 10 to June 9, 2023.

3. Also, this reiterates the provision in DO 03, s. 2018, that all incoming learners enrolling in Kindergarten and Grades 1, 7, and 11 in all public elementary and secondary schools shall pre-register or participate in the early registration to allow DepEd to make the necessary preparations and adjustments of plans for the incoming SY 2023–2024. While incoming Grades 2–6, 8–10, and 12 learners from public schools are considered pre-registered, thus they do not need to participate in the early registration. However, private schools are encouraged to conduct their respective early registration activities in the same timeframe.
4. 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.

5. 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.
6. 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.
7. 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).
8. 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 2023-2024, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.
9. All other provisions of DO 03, s. 2018, not otherwise affected or amended by this DepEd Order, shall remain valid and effective unless otherwise amended by other DepEd issuances.
10. This DepEd Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
11. 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.
12. Immediate dissemination of and strict compliance with this Order is directed.


SARA Z. DUTERTE

*Vice President of the Republic of the Philippines
Secretary of the Department of Education*

References:

DepEd Order (No. 03 and 020, s. 2018)



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

AMENDMENT
ADMISSION
ENROLLMENT

KINDERGARTEN EDUCATION
LEARNERS
POLICY



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:

<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Intellectual Disability
<input type="checkbox"/> a. blind	<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Emotional- Behavioral Disorder	<input type="checkbox"/> Orthopedic/Physical Handicap
<input type="checkbox"/> b. low vision	<input type="checkbox"/> Speech/Language Disorder	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Special Health Problem/ Chronic Disease
<input type="checkbox"/> Multiple Disorder			<input type="checkbox"/> a. Cancer

Current Address

House No.	Site/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
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Mother's Maiden Name

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

Last Name	First Name	Middle Name	Contact Number
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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 2nd

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:

Modular (Print)

Online

Radio-Based Instruction

Blended

Modular (Digital)

Educational Television

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