



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 030 s. 2024

JAN 26 2024

EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

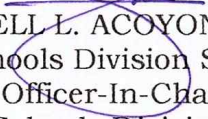
To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
All Others Concerned

1. In adherence to Unnumbered DepEd Memorandum titled **Early Registration for School Year 2024-2025** dated January 22, 2024, this Office reminds all schools to comply with DepEd Order No. 03, s. 2018 titled "Basic Education Enrollment Policy", pursuant to paragraph V. Enrollment Procedure in the conduct of the Early Registration for incoming Kindergarten, Grade 1, 7 and 11 learners in public schools which **shall start on January 27, 2024 to February 23, 2024.**
2. All public elementary and secondary schools shall update and 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.
3. 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.
4. When practicable, the conduct of the early registration is preferred to 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.
5. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age should be five (5) years old by June 1 of every calendar year as stipulated in DepEd Order 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).



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5. Private schools are encouraged to conduct their respective early registration activities within the same period.
6. For questions send SMS (text) or call to Rebonie F. Emboltorio, PhD, SEPS-PRU at 09199469114/Arnie G. Besas, Planning Officer III at 09638804002.
7. Immediate dissemination of and compliance with this memorandum are highly desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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:

- | | | | |
|--|---|--|----------------------------------|
| <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



SCHOOLS DIVISION OF KABANKALAN CITY

EARLY REGISTRATION

for SY 2024 - 2025

JANUARY 27 – FEBRUARY 23, 2024

Kindergarten • Grade 1 • Grade 7 • Grade 11

NOTE: *Public Elementary and Secondary Schools may also encode in the Early Registration facility the prospective enrollees of other grades (Grade 2-6, 8-10, and 12)
*Private Schools are encouraged to conduct their respective early registration activities within the same period.