



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 197, s. 2023

MAY 24 2023

**PUTTING UP OF THE EARLY REGISTRATION TARPAULIN IN  
THE REGIONAL AND SCHOOLS DIVISION OFFICES, SCHOOLS, AND  
COMMUNITY LEARNING CENTERS**

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

1. Attached is DepEd Order No. 010, s. 2023 titled **Amendment to DepEd Order No. 03, s. 2018 (Basic Education Enrollment Policy)** and Regional Memorandum No. 336, s. 2023 dated May 12, 2023 signed by Regional Director Ramir B. Uytico EdD, CESO III.
2. Anent this, this Office requests all schools to reproduce and put-up the Early Registration tarpaulin in the schools, community learning centers, and other places under the jurisdiction of DepEd.
3. The layout of the tarpaulin may be accessed through <https://bit.ly/EarlyRegSY2324> with the dimension of 3 x 6 feet.
4. Expenses relative to the conduct of the activity shall be charged against local funds subject to the usual accounting and auditing procedures.
5. For further details and concerns, contact Jewelyn Q. Cadigal, EPS II – SM&N and Division Information Officer at 09162664460.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

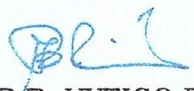
REGIONAL MEMORANDUM  
No. 336 s. 2023

MAY 12 2023

**PUTTING-UP OF THE EARLY REGISTRATION TARPAULIN  
IN THE REGIONAL AND SCHOOLS DIVISION OFFICES,  
SCHOOLS, AND COMMUNITY LEARNING CENTERS**

To: Schools Division Superintendents  
Regional Information Officer  
All Others Concerned

1. Attached is DepEd Order No. 010, s. 2023 titled **Amendment to DepEd Order No. 03, s. 2018 (Basic Education Enrollment Policy)**.
2. Anent this, the Public Affairs Unit of this Regional Office and Schools Division Offices are requested to produce and put-up the Early Registration Tarpaulin in the Regional and Schools Division Offices, Schools, Community Learning Centers, and other places under the jurisdiction of DepEd.
3. The layout of the tarpaulin may be accessed through [https:// bit.ly/EarlyRegSY2324](https://bit.ly/EarlyRegSY2324) with the dimension of 6 x 4 feet.
4. Expenses relative to the conduct of the activity shall be charged against local funds subject to the usual accounting and auditing procedures.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
RAMIR B. UYTICO EdD, CESO III  
Regional Director

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

CAMPAIGN PROGRAMS PROJECTS



# MAGPA-EARLY REGISTER NA PARA SA SY 2023-2024

Kindergarten, Grades 1, 7, at 11

Mayo 10 – Hunyo 9, 2023

Para sa iba pang detalye, basahin ang DepEd Order No. 10, s. 2023: [bit.ly/DO10S2023](https://bit.ly/DO10S2023)





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**

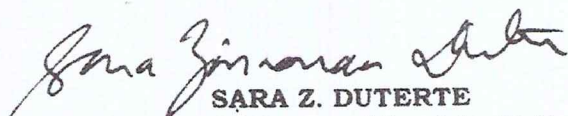
**A. Early Registration**

**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](mailto: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

